



**Revised
Scheduling & Bulk Upload Quick Reference Guide**

**For Contractors
Version 2.0**

**Physical Assessment Subsystem (PASS)
Scheduling Release 2.5**

U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

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Introduction

The Real Estate Assessment Center (REAC) is a U.S. Department of Housing and Urban Development (HUD) national management center created to centralize and standardize the way HUD monitors and evaluates the physical condition, as well as the financial condition of HUD properties. This includes over 3,000 Public Housing Agencies (PHA) and over 30,000 Federal Housing Administration (FHA) multifamily insured, direct loan, HUD-held, and Section 8 project-based subsidized properties.

The Physical Assessment Subsystem (PASS) is a Web-based subsystem developed by REAC to monitor the physical condition of HUD properties based on on-site physical inspections. One component of PASS is Scheduling. Contracts, task orders, and inspection scheduling is managed in Scheduling.

Objectives

The purpose of PASS Scheduling is to provide REAC staff and inspection contractors -- Master Schedulers and Inspectors -- with a tool to manage physical inspection scheduling details.

Throughout this guide, information pertaining only to Master Schedulers will be marked with this symbol:



Information for Inspectors who are not Master Schedulers will be marked with this symbol:





Master Schedulers have access to property and scheduling information within their own organizations. Master Schedulers can:

- access information on all scheduled and unscheduled inspections within their contracts;
- search for inspection schedules, based on specified criteria (e.g., city, date, etc.);
- modify property information;
- assign properties to be inspected to authorized inspectors within or outside of their organization;
- view and revise scheduling changes within their organization;
- send inspection schedule, inspection property and inspection participant information captured on their systems directly to REAC's database using the Bulk Upload Module.



Authorized Inspectors can only access property and scheduling information for those properties to which they are assigned. Inspectors can have inspections assigned to them by Master Schedulers. Inspectors can:

- search for inspection scheduling information based on specified criteria (e.g., city);
- modify property information;
- view changes in scheduled inspections assigned to them;
- change the date and time of scheduled inspections to which they have been assigned.

Scheduling is available to inspection contractors (on-site inspectors and the office staff responsible for scheduling the inspection) and REAC personnel responsible for monitoring scheduled physical inspections. Authorized users access Scheduling via the Internet.

Getting Started

Software and Hardware Requirements

The electronic scheduling of physical inspections using PASS Scheduling software requires computer resources and an Internet browser. The optimum software and hardware resources are recommended for efficiency, although users can operate with the minimum required resources.

Optimum Hardware Resources

Processor: Pentium 100

RAM: 16 MB

Modem: 28.8

Video card: 256k

Optimum Software Resources

Windows 95

Netscape* 4.5 or HTML-compliant browser application

NOTE: Users can download Netscape 4.5 or higher (32-bit) from the Internet. The procedures to download Netscape* can be found at <http://home.netscape.com/download>.*

Minimum Hardware Resources

Processor: 486

RAM: 8 MB

Modem: 14.4 kb

Video card: 256k

Minimum Software Resources

Windows 3.1

Netscape* 4.5 or higher

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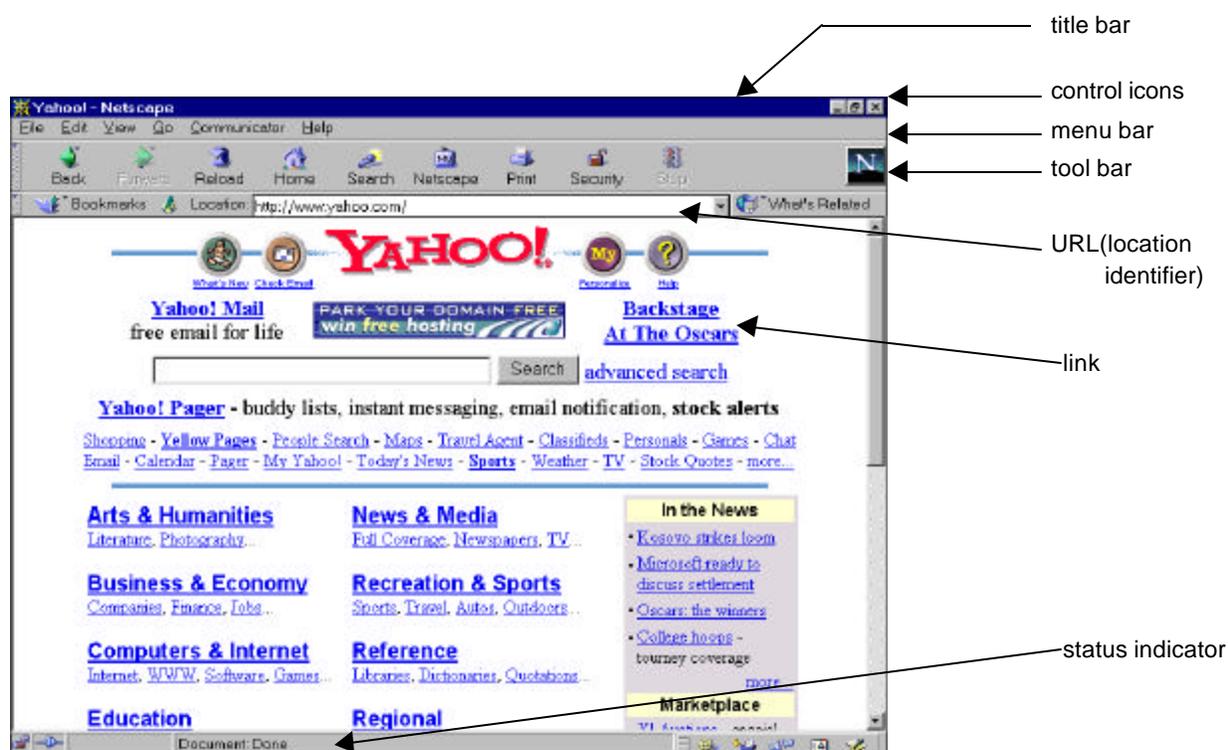
Internet Basics

The Internet is a worldwide system of computer networks facilitating access to information and people. Using the Internet to electronically schedule physical inspections of HUD properties requires a direct Internet connection, a computer with a high-speed modem, and Netscape 4.5 or an HTML-compliant browser application. A browser allows access to web pages on the World Wide Web (we'll refer to it as "WWW " or "the Web"). The Web is a universally accepted standard for sharing information in the Internet. The Web consists of information organized into pages stored in computers physically located throughout the world.

Web Page

A web page is a document or application with a unique address on the Web, including links to other pages. The **Yahoo!*** main page is shown below as an example.

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Title Bar

The title bar at the top of the page displays the title of the document or application of the Web page that is active or currently displayed. When more than one window is open, the title bar of the active window is bold; the other open title bars appear faded.

Control Icons

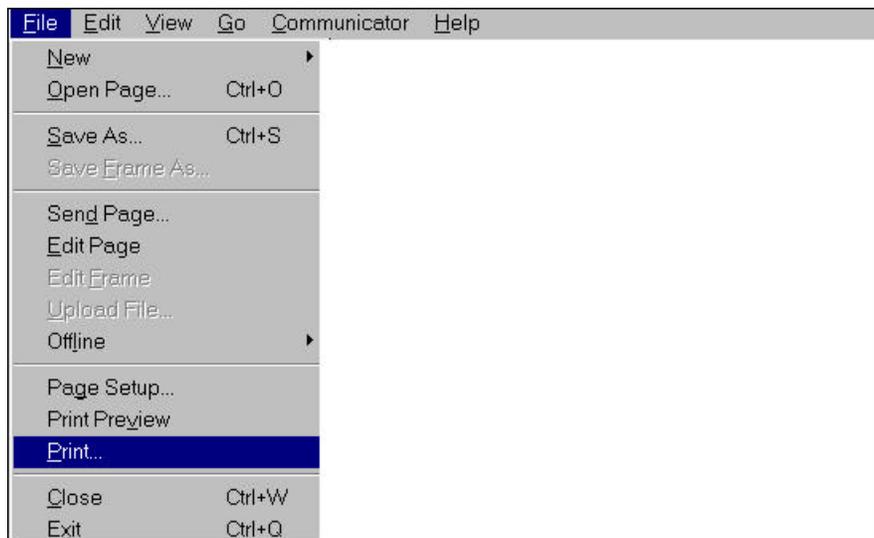
In the right corner of the title bar, there are three control icons. With a mouse click, the Minimize icon  reduces (“minimizes”) the window to the bottom of the page. To enlarge the window back to full size, click on the appropriately titled box (e.g. ) at the bottom of the page.

The Minimize/Maximize icon  reduces the window to a smaller size, allowing the user to view other open windows or the desktop. To enlarge the window back to full size, click on  again.

The last control icon is the Close icon . Clicking on this control icon closes the browser and the application open within the browser, and returns the user to the desktop.

Menu Bar

The menu bar provides drop-down menus for browser functions. Place the cursor over a menu item and click on it with the left mouse button to view the drop-down menu. To make a selection, highlight the appropriate menu function with the cursor.



Available menu functions are text items in bold. Menu functions that are not available appear faded.

Tool Bar

The tool bar consists of buttons representing browser functions. For example, the Netscape* tool bar looks like this:



Available functions are buttons with bold text and graphics. Buttons that are not available appear faded.

Location Identifier

The location of the Web document or application is called the URL (Uniform Resource Locator). Enter the desired URL in the *Location* field and press the Enter key.

NOTE: The field is labeled “*Location*” for an Internet site. It is labeled “*Netsite*” for an intranet (internal/within the organization) site.

Status

The Netscape browser indicates the status of the action being performed. If the browser is performing an action -- searching a database for information, for example -- the Netscape logo to the right of the URL address appears to have comets flying across it, the Stop sign on the tool bar is bold and red, and the status indicator line at the bottom of the page (next to the lock ) describes the status (for example, “Connect . . . Waiting for reply”). Upon completion of the action, comets stop flying across the  logo, the Stop tool appears faded, and the status indicator line reads “Document: Done.”



NOTE: Some Web pages in the Scheduling application have a security feature that permits them to be viewed only by authorized users. The lock icon indicates whether the Web page is secure or not. If the lock is closed, the page is secure. If the lock is open, it is not.

Links

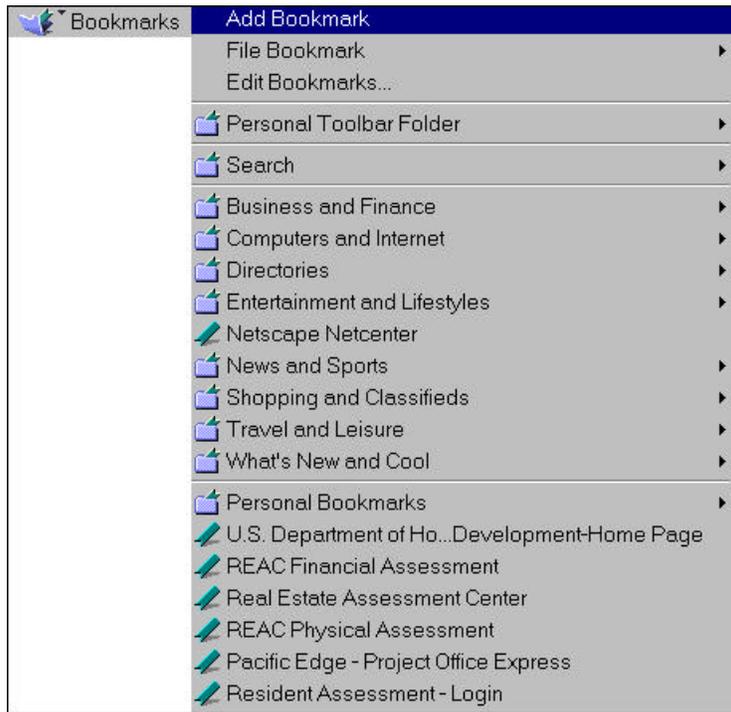
A link provides a way to move quickly from one Web page to another. Click on a link to go to a new page. Links are usually blue and underlined, though there are occasional exceptions. Once a link has been clicked on, it typically changes color.

Bookmarks

The Bookmarks function is a tool that provides the user with quick access to a Web page. Once a Web page’s title and location have been saved as a bookmark, users can click on the bookmark to return to the page.



To bookmark the currently displayed Web page, click on Bookmarks to the left of the *Location* field for the drop-down options. Click on the Add Bookmark option to mark the page.



All bookmark(s) appear in a list under the Bookmarks option. Clicking on a bookmark in that list takes the user directly to the page specified.

REAC Technical Service Support

The Contractor's Help Desk can contact staff in the Physical Inspection Operations area within REAC for assistance regarding inspection scheduling, cancellations, and DCD support issues. Assistance is available Monday through Friday from 8:00 AM to 5:30 PM.

REAC Technical Service Support Phone Number

1-877-406-9220

REAC Technical Assistance Center Information

Users can contact the REAC Technical Assistance Center with any questions or problems Monday through Friday 7 a.m. to 8:30 p.m., Eastern Standard Time. The REAC Technical Assistance Center can be contacted by telephone or using the email link ([Contact Us](#)) throughout the REAC website.

REAC Technical Assistance Center Phone Number

1-888-245-4860

Accessing Scheduling

Security

Because PASS Scheduling is a secure, Web-based system containing sensitive public housing information, a HUD-issued user ID is required for access. Further restrictions apply regarding access to property inspection information. Authorized users only have access to inspection scheduling information for properties within their contract and assignment.

Authorized users for PASS Scheduling include:

- Master Schedulers (HUD-contracted inspectors responsible for scheduling)
- Inspectors who conduct on-site physical inspections at HUD properties

Authorized User Login

To access PASS Scheduling, a user must log in with a HUD-issued user ID. The letters in the user ID must be entered as capital letters. The password must be entered exactly as the user requested it on the registration application. For example, a password entered in lowercase letters on the registration must always be entered in lowercase letters to successfully log in to PASS Scheduling.

To log in to PASS Scheduling:

1. From the desktop, double-click on the Internet browser (e.g., Netscape*) icon. The initial page displays. The **Yahoo!**[†] main page is shown as an example.

NOTE: HUD REAC users can access the Internet using the **HUDweb** icon on their desktop.

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[†]Copyright© Yahoo! Inc. All rights reserved. Protected by the copyright laws of the United States and international treaties.



2. Double-click in the *Location* field under the toolbar to highlight the current URL.

NOTE: Highlighting the URL allows the user to overwrite it with the desired URL. Press the Backspace or Delete key to delete the current URL and type in a new one.

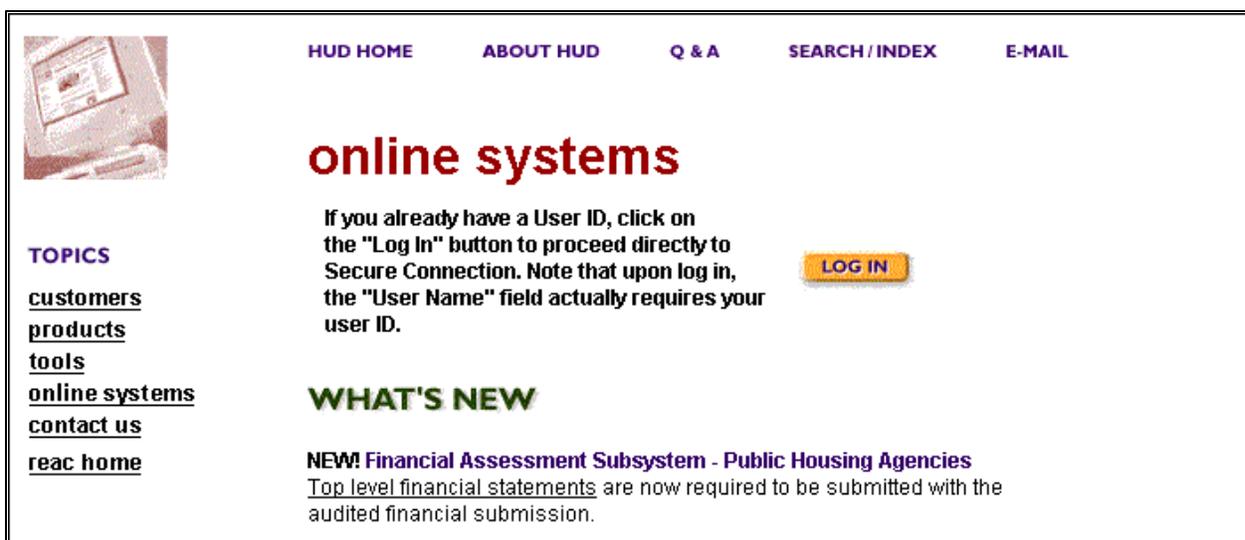


3. Enter the following URL address: <http://www.hud.gov/reac>

The **Real Estate Assessment Center** home page displays:



4. Click on the [online systems](#) link. The **online systems** page displays:



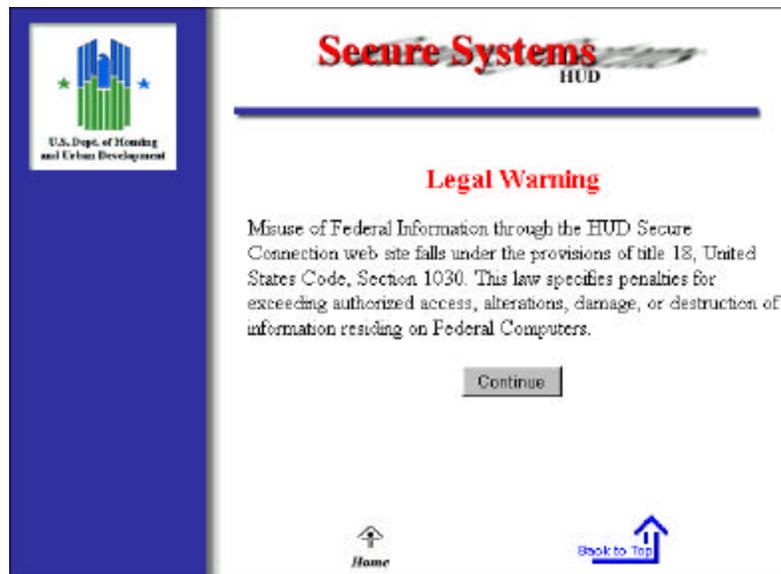
5. Click on .

The **Secure Systems User Login** page displays.

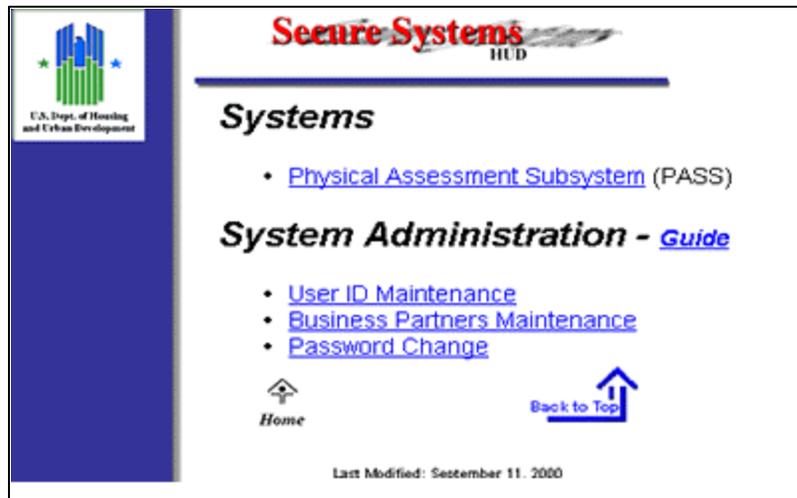


A dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside reads: "Enter username for Enterprise Server at hudapps.hud.gov:". Below this, there are two input fields. The first is labeled "User Name:" and contains the text "M11111". The second is labeled "Password:" and contains a series of asterisks "*****". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

6. Enter your user ID in the *User Name* field. Use capital letters.
7. Using the Tab key on the keyboard, move to the *Password* field. Enter your password. The password is case-sensitive; enter it exactly as you entered it on the registration application.
8. Click on the  button. A **Legal Warning** page displays.



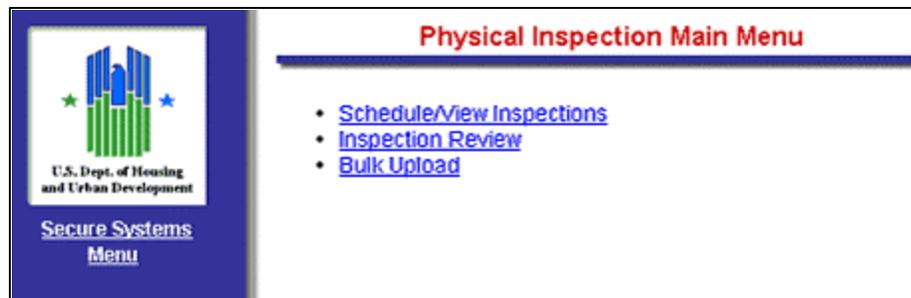
9. After reading the page, click on the  button to access Scheduling. The **Secure Systems** page displays.



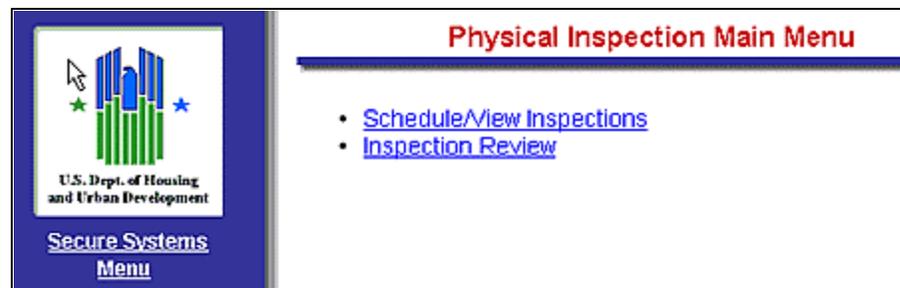
The **Secure Systems** page contains a link to the Physical Assessment Subsystem (PASS).

10. Click on the Physical Assessment Subsystem link to access Scheduling.
11. The **Physical Inspection Main Menu** page displays as follows:

Master Scheduler



Inspector



12. Click on the Schedule/View Inspections link to access Scheduling. The **Inspection Scheduling** main page displays.

If you are a Master Scheduler/Inspector for 1 or more Contractors, the Contractor Scheduling Page displays:



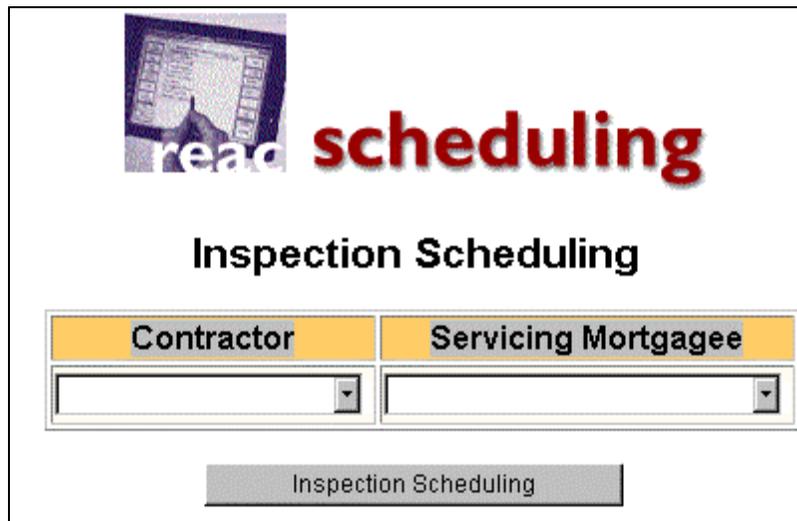
read **scheduling**

Inspection Scheduling

Contractor

Inspection Scheduling

If you are a Master Scheduler/Inspector for 1 or more Contractors and 1 or more Servicing Mortgagees, the Contractor/Servicing Mortgagee Scheduling Page displays.



read **scheduling**

Inspection Scheduling

Contractor Servicing Mortgagee

Inspection Scheduling



NOTE: If you are Master Scheduler for a Servicing Mortgagee, please see Appendix A of this user guide for complete instructions.

Inspection Scheduling

Scheduling Features

The **Inspection Scheduling** main page is the first page in Scheduling.

 Master Schedulers will see only the contract(s) for their organization displayed in the *Select a Contract* field.

 Inspectors will see the contract(s) to which they have been assigned displayed in the *Select a Contract* field.

Terra Properties, Inc. is shown as an example.



The screenshot shows the "Inspection Scheduling" page. At the top, the title "Inspection Scheduling" is displayed. Below the title is a yellow button labeled "Contractor". Underneath the button is a dropdown menu with "Terra Properties, Inc." selected. At the bottom of the page is a grey button labeled "Inspection Scheduling".

Once you have selected a contractor, **Please Select a Contract** appears. Choose a contract from the drop down menu.



The screenshot shows the "Inspection Scheduling" page. At the top, the title "Inspection Scheduling" is displayed. Below the title is a yellow button labeled "Contractor". Underneath the button is a dropdown menu with "Terra Properties, Inc." selected. Below this is a bold heading "Please Select a Contract". At the bottom of the page is a dropdown menu with "Area 2-Terra Properties, Inc. (Contract Z-OPC-76567)" selected.

Once you have selected a contract, **Please Select a Task Order** appears. Choose a task order from the drop down menu.

Inspection Scheduling

Contractor
Terra Properties, Inc.

Please Select a Contract
Area 2-Terra Properties, Inc. (Contract Z-OPC-76567)

Please Select a Task Order
Select ALL Task Orders

Inspection Scheduling View Changes

The **Inspection Scheduling** main page contains two buttons.

The  button brings you to the **Schedule Inspections** query page.

The  button takes you to the **Schedule Changes** page. This page shows all changes made to the inspection schedule within a specified timeframe.



Master Schedulers can view schedule changes and modify inspection schedules within their organizations.



Inspectors can view schedule changes to their inspection assignments and modify their own assignments.

Property Profile pages contain background information on the property and owner. All fields on the **Property Profile** pages can be edited to maintain the most current information in the database. **Property Profile** pages are accessed through the **Inspection Schedule Report** and **Schedule Changes** pages.



The **Bulk File Upload Module** page allows you to send amended scheduling, property and participant information from your computer to REAC.

Saving Updates

Users can modify their inspection schedules and property information (i.e., address, phone number, owner, etc.). Click on the  button at the bottom of each page to save changes in the database. To maintain accurate data in the Scheduling database, it is important to save all changes.

Once you have clicked on , you will see a page like this, confirming that the data has been saved:

Inspection Scheduling Results
1 rows have been successfully changed.
Physical Inspection Main Menu

Click on the [Physical Inspection Main Menu](#) link to return to the main menu.

Schedule Inspections Query Page

The **Schedule Inspections** query page allows users to search for specific inspection assignments. Users can request to update inspection schedules, view inspection reports or create text reports from this page. Searches can be refined—that is, they can be made more efficient—by entering specified Selection Criteria such as: *City, State, Zip Code, Inspection Schedule Date Range, Inspector ID, Inspection Number(s), and Property ID(s)*.

Schedule Inspections

Function

Schedule Inspection View Web Page Report Create Text Report

View

View All Inspections View Unscheduled Inspections View Scheduled Inspections

Selection Criteria

Property:

City:

State:

Zip Code:

Inspection Schedule Date Range:

Begin: End:

Inspector ID: [Select Inspector](#)

Inspection Number: From: To:

Property ID: From: To:

Master Scheduler

The **Schedule Inspections** page allows Master Schedulers to select and access pages where they can:

- assign inspections to inspectors
- revise inspection assignments
- view inspection reports
- create text reports

Inspector

The **Schedule Inspections** page allows Inspectors to select and access pages where they can:

- revise their inspection schedules
- view inspection reports

To access the **Schedule Inspections** query page:

1. On the **Inspection Scheduling** main page, choose a contract from the drop-down list in the *Select a Contract* field.
2. Once you have selected a contract, *Please Select a Task Order* appears. Choose a task order from the drop down menu.
3. Click on the  button. The **Schedule Inspections** query page displays. The **Schedule Inspections** query page allows users to narrow their search by specifying additional criteria. Use the scroll bar to view the entire page.

Schedule Inspections

Function

Schedule Inspection View Web Page Report Create Text Report

View

View All Inspections View Unscheduled Inspections View Scheduled Inspections

Selection Criteria

Property:

City:

State:

Zip Code:

Inspection Schedule Date Range:

Begin:   End:  

Inspector ID: [Select Inspector](#)

Inspection Number: From: To:

Property ID: From: To:

Query Fields

The *Function* and *View* query areas at the top of the **Schedule Inspections** page are required. Users must select one option in each area. The query fields in the *Selection Criteria* area are all optional.

Function

The *Function* field determines what users can do with the inspection information. Users have three options: *Schedule Inspection* allows users to modify schedule information in the **Inspection Schedule Report** page; *View Web Page Report* allows users to view or print the **Inspection Schedule Report** page; and *Create Text Report* allows users to download the scheduling information for use on their own computer. Click on a radio button to select an option. The default selection—the selection that is automatically selected when you load the page—is *Schedule Inspection*.

View

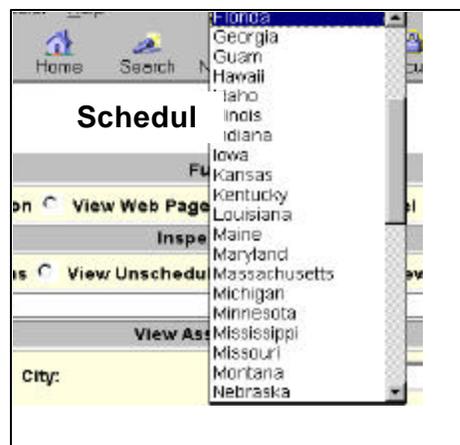
The *View* field allows users to select the type of inspections to view. Users can *View All Inspections*, *View Unscheduled Inspections*, or *View Scheduled Inspections*. Click on a radio button to select an option. The default selection is *View all Inspections*.

City

The *City* field allows users to search for inspections in a specific United States city. Click in the field and enter the name of the city, or leave this field blank.

State

The *State* field allows users to search for inspections in states and territories. Click on the drop-down arrow to view the entire list of states. Click on a state to select an option from the list, or leave this field blank.



Zip Code

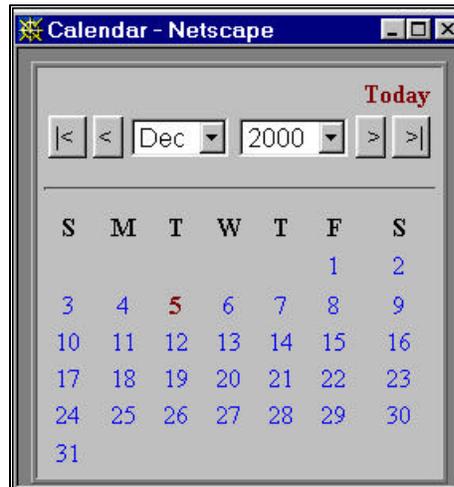
The *Zip Code* field allows users to search inspections in a particular postal zip code. Click in the field and enter the zip code, or leave this field blank.

Inspection Schedule Date Range

To search for inspections within a range of dates, enter the *Begin* and *End* dates of the time frame. The default dates are the current date.

To enter new dates in the fields:

1. Click on the Eraser  button to clear the date field.
2. Click on the  button. The **Calendar** box will appear, set to the current month with the current date in a contrasting color.



3. To select a date in the calendar box:
 - Click on a date (e.g., 15) to select a date in the current month.
 - To move forward or backward by month, click on the  or  (single arrows) buttons at the top of the calendar. Use one click per month.
 - To move forward or backward by year, click on the  or  (arrows with vertical lines) buttons at the top of the calendar. Use one click per year.
 - Use the drop-down arrows to select month and year.

After you have selected a month and/or a year, the calendar will switch to it automatically. Then click on a specific date within the month.

NOTE: If a date is entered only in the Begin field, the query results will list all inspection schedule data ranges equal to or greater than the inspection schedule data range entered.

If a date is entered only in the End field, the query results will list all inspection schedule data ranges equal to or less than the inspection schedule data ranges entered.

To generate a search for one inspection schedule data range, enter the same date in the Begin and End fields.

- The calendar box will close after you have selected a date. If you decide not to select a date, click on the control  icon to close the window.

Inspector ID

The *Inspector ID* field allows users to search for inspections by Inspector ID number. Enter the ID ("M" number) in the blank *Inspector ID* field, or leave this field blank.



If you do not know the ID number of the Inspector you wish to research, click on the [Select Inspector](#) link to view a list of all Inspector ID numbers. Click on an Inspector ID to select it. Upon clicking, you will return to the Schedule Inspections page where the Inspector ID you chose will display in the *Inspector ID* field.

A screenshot of a web browser window titled "Inspector List - Netscape". The page displays a table of inspectors. At the top, there is a "Sort By:" dropdown menu set to "Inspector Id". Below the table, there are navigation buttons: "Prev", "View: 1 - 25 of 249", "Next", "Select No. of Records to Show:" with a dropdown set to "25", and "Page No:" with a dropdown set to "1".

Inspector Id	Inspector Name	Home State	Home City
M34567	JOE KOKO	AK	MERRYWEATHER
M45556	MARY SMITH	AL	BOATON
M55667	PETER PIPER	MO	AFTON
M64556	AL MCCALL	KY	BORNEO



The system automatically displays your ID in the *Inspector ID* field.

Inspection Number

The *Inspection Number* field allows users to search a specific inspection or a range of inspections by entering the inspection number(s). Click in the blank field(s) and enter the inspection number(s), or leave this field blank.

NOTE: If an Inspection Number is entered only in the From field, the query results will list all inspection numbers equal to or greater than that Inspection Number.

If an Inspection Number is entered only in the To field, the query results will list all Inspection Numbers equal to or less than that Inspection Number.

To generate a search for one inspection number, enter the same inspection number in both the From and To fields.

Property ID

The *Property ID* field allows users to search a specific property ID or a range of property IDs by entering the property ID number(s). Click in the blank field(s) and enter the property ID number(s), or leave this field blank.

NOTE: If a Property ID is entered only in the From field, the query results will list all Property IDs equal to or greater than that Property ID.

If a Property ID is entered only in the To field, the query results will list all Property IDs equal to or less than that Property ID.

To generate a search for one Property ID, enter the same Property ID number in both the From and To fields.

Inspections Schedule Report Page

The **Inspections Schedule Report** page contains basic information on scheduled and unscheduled inspections. It also contains text boxes where you can enter or change information. To ensure data integrity, any modifications to the inspection schedule or property profile information should be made before downloading the inspection.



Master Schedulers can assign inspections to any Inspector.



Inspectors can modify the date and time of their inspections and can view information about the properties where those inspections will take place.

Inspections Schedule Report											
3 Record(s) Found Scheduled Inspections											
Prev	View: 1 - 3 of 3		Next	Select No. of Records to Show: 25	Page No: 1	Search Page					
Property ID	Property Name	City	State	Insp. No.	Insp. Date	Insp. Time	Insp. ID	Contractor	Contract No.	Task Order	End Date
34543	VALLEY RIDGE	BOATON	AL	63646	Dec 9 2000	P	M45556	Terra Properties Inc	Z-OPC-76567	5	01/01/2001
6556789	SEASHELL VILLAGE	MERRYTON	AL	54023	Dec 1 2000	A	M29478	Terra Properties Inc	Z-OPC-76567	5	01/01/2001
2148990	NARTON HOUSE	CAROUSEL	AL	55160	Apr 1 1999	A	M29478	Terra Properties Inc	Z-OPC-76567	4	01/01/2001

[Physical Inspection Main Menu](#)

NOTE: If the report appears to be longer or wider than your screen, use the browser's vertical and horizontal scroll bars to extend your view.

To schedule an inspection or modify an inspection schedule:

- On the **Schedule Inspections** query page, click on in the Function section. Click on in the Inspection View section.

- Enter search criteria if you wish, or leave these fields blank.

NOTE: To clear all the fields in the **View** area, click the button.

3. Click the  button. The **Inspections Schedule Report** page displays.

Inspections Schedule Report

3 Record(s) Found
Scheduled Inspections

Prev View: 1 - 3 of 3 Next
Select No. of Records to Show: 25
Page No: 1
Search Page

Property ID	Property Name	City	State	Insp. No.	Insp. Date	Insp. Time	Insp. ID	Contractor	Contract No.	Task Order	End Date
34543	VALLEY RIDGE	BOATON	AL	63646	<input type="text" value="Dec 9 2000"/>	<input type="text" value="P"/>	<input type="text" value="M45556"/>	Terra Properties Inc	Z-OPC-76567	5	01/01/2001
6556789	SEASHELL VILLAGE	MERRYTON	AL	54023	<input type="text" value="Dec 1 2000"/>	<input type="text" value="A"/>	<input type="text" value="M29478"/>	Terra Properties Inc	Z-OPC-76567	5	01/01/2001
2148990	NARTON HOUSE	CAROUSEL	AL	55160	<input type="text" value="Apr 1 1999"/>	<input type="text" value="A"/>	<input type="text" value="M29478"/>	Terra Properties Inc	Z-OPC-76567	4	01/01/2001

Update Reset

[Physical Inspection Main Menu](#)

The **Inspections Schedule Report** page shows basic information for all inspections that match your search criteria.



When the Master Scheduler assigns an inspection, the following fields must be updated:

- *Insp. Date* (Inspection Date)
- *Insp. Time* (Inspection Time) : The correct format for the *Inspection Time* field is A for AM and P for PM
- *Insp. ID* (Inspector ID)



Inspectors can modify only the *Inspection Date* and *Inspection Time* fields of inspections assigned to them.

4. If you make schedule changes, click on the Update button to save them. You will see this message after you click:

Inspection Scheduling Results

2 rows have been successfully changed.

[Physical Inspection Main Menu](#)

If an inspector has been scheduled for more than one inspection on the same date and time, a warning message is displayed to inform the scheduler of the scheduling conflict.



NOTE: The scheduled inspection will be added to the database.

If necessary, click on the Property ID link to review and update the **Property Profile** page. The VALLEY RIDGE page is shown as an example.

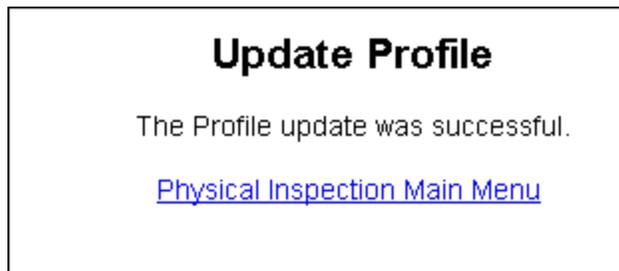
VALLEY RIDGE	
Property Information	
Property ID: 34543	PIH Project No.: AK06P001007
Inspection No.: 63646	Building Count: <input type="text" value="1"/>
Property Name: <input type="text" value="Valley Ridge"/>	
Property Address:	
Street:	<input type="text" value="P.O. BOX 729"/>
City:	<input type="text" value="Boaton"/> State: <input type="text" value="AL"/> Zip: <input type="text" value="99833"/> <input type="text" value="0000"/>
Phone:	<input type="text"/> <input type="text"/> Fax: <input type="text"/>
Email:	<input type="text"/>
Owner/PHA Information:	
Name:	<input type="text" value="Parker"/> <input type="text" value="Steensen"/>
Organization:	<input type="text" value="Alabama Public Housing Corp."/>
Street:	<input type="text" value="P.O. BOX 101020"/>
City:	<input type="text" value="Lawrence"/> State: <input type="text" value="AL"/> Zip: <input type="text" value="99510"/> <input type="text" value="1020"/>
Phone:	<input type="text" value="9073386100"/> ext- <input type="text" value="0"/> Fax: <input type="text" value="0"/>
Email:	<input type="text"/>
<input type="button" value="Update Profile"/> <input type="button" value="Reset"/>	
Physical Inspection Main Menu	

Users can edit all fields on this page to update the property information.

- To enter new information, click in the blank field and type the information.
- To edit existing information, double-click in the field to select the text. Then enter the new information.

NOTE: Click on the  button to clear changes, if necessary.

Click on the  button to save the property information in the database. A message page displays confirming your update.



Click on [Physical Inspection Main Menu](#) to return to the main menu.

View Web Page Report Option

The **View Web Page Report** option allows users to view or print the **Inspection Schedule Report** page. Use the scroll bar to view all the columns, if necessary.

Inspections Schedule Report												
3 Record(s) Found All Inspections												
<input type="button" value="Prev"/> <input type="button" value="View: 1 - 3 of 3"/> <input type="button" value="Next"/> <input type="text" value="Select No. of Records to Show: 25"/> <input type="text" value="Page No: 1"/> <input type="button" value="Search Page"/>												
Property ID	Property Name	City	State	Insp. No.	Insp. Date	Insp. Time	Insp. ID	Contractor	Contract No.	Task Order	Begin Date	End Date
34543	VALLEY RIDGE	BOATON	AL	63646	Dec 9 2000	P	M45556	Terra Properties Inc.	Z-OPC-76567	5	04/01/1999	01/01/2001
6556789	SEASHELL VILLAGE	MERRYTON	AL	54023	Dec 1 2000	A	M29478	Terra Properties Inc.	Z-OPC-76567	5	04/01/1999	01/01/2001
2148990	NARTON HOUSE	CAROUSEL	AL	55160	Apr 1 1999	A	M29478	Terra Properties Inc.	Z-OPC-76567	4	04/01/1999	01/01/2001

[Physical Inspection Main Menu](#)

To view the Web Page Inspection Report:

1. From the **Schedule Inspections** query page, click on the button in the Function section of the page.

View Web Page Report

Schedule Inspections

Function

Schedule Inspection
 View Web Page Report
 Create Text Report

View

View All Inspections
 View Unscheduled Inspections
 View Scheduled Inspections

Selection Criteria

Property:

City:

2. Click on the **View All Inspections**, **View Unscheduled Inspections**, or **View Scheduled Inspections** button in the View section.

3. If you wish to narrow your search results, enter information into one or more fields in the Selection Criteria section of the page.

4. Click on the  button. The **Inspections Schedule Report** page displays with the inspection information matching the submitted criteria.
5. If necessary, click on the Property ID link to review and update the **Property Profile Information** page. The VALLEY RIDGE page is shown below as an example.

VALLEY RIDGE

Property Information

Property ID:	34543	PIH Project No.:	AK06P001007	
Inspection No.:	63646	Building Count:	<input type="text" value="1"/>	
Property Name:	<input type="text" value="Valley Ridge"/>			
Property Address:				
Street:	<input type="text" value="P.O. BOX 729"/>			
City:	<input type="text" value="Boaton"/>	State:	<input type="text" value="AL"/>	Zip: <input type="text" value="99833"/> - <input type="text" value="0000"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>	
Email:	<input type="text"/>			
Owner/PHA Information:				
Name:	<input type="text" value="Parker"/>		<input type="text" value="Steensen"/>	
Organization:	<input type="text" value="Alabama Public Housing Corp."/>			
Street:	<input type="text" value="P.O. BOX 101020"/>			
City:	<input type="text" value="Lawrence"/>	State:	<input type="text" value="AL"/>	Zip: <input type="text" value="99510"/> - <input type="text" value="1020"/>
Phone:	<input type="text" value="9073386100"/>	ext- <input type="text" value="0"/>	Fax:	<input type="text" value="0"/>
Email:	<input type="text"/>			

[Physical Inspection Main Menu](#)

Users can edit all fields on this page to update the property information.

- To add new information, click in the blank field and enter the data.
- To edit existing information, double-click in the field and type in the new data.

NOTE: If you make a mistake or wish to return the page to its original state, click on the  button.

6. Click on the  button to save the property information in the database. A message page displays confirming your update.

Update Profile

The Profile update was successful.

[Physical Inspection Main Menu](#)

Property Profile Page

Users can access **Property Profile** pages through links in the *Property ID* column located on the **Inspections Schedule Report** page. **Property Profile** pages show basic details of the property and owner currently available in the Scheduling database. Users can edit all the fields on the **Property Profile** page. To ensure data integrity, updates to the **Property Profile** page should be performed before the inspection is downloaded.

NOTE: Only information currently available in the Scheduling database displays. The Property Name displays at the top of the page. The **VALLEY RIDGE** page is shown below as an example.

VALLEY RIDGE	
Property Information	
Property ID: 34543	PIH Project No.: AK06P001007
Inspection No.: 63646	Building Count: 1
Property Name: Valley Ridge	
Property Address:	
Street: P.O. BOX 729	
City: Boaton	State: AL Zip: 99833 0000
Phone:	Fax:
Email:	
Owner/PHA Information:	
Name: Parker Steensen	
Organization: Alabama Public Housing Corp.	
Street: P.O. BOX 101020	
City: Lawrence	State: AL Zip: 99510 1020
Phone: 907338 6100 ext- 0	Fax: 0
Email:	
Update Profile Reset	
Physical Inspection Main Menu	

Users can edit all fields on this page to update the property information.

- To add new information, click in the blank field and enter the data.
- To edit existing information, double-click in the field to select the data and enter the new data.

NOTE: If you make a mistake or wish to return the page to its original state, click on the



button.

To access a **Property Profile** page:

1. On the **Inspections Schedule Report** page, click on a Property ID link (e.g., 34543) in the first column.

Inspections Schedule Report

3 Record(s) Found
Scheduled Inspections

Prev | View: 1 - 3 of 3 | Next | Select No. of Records to Show: 25 | Page No: 1 | Search Page

Property ID	Property Name	City	State	Insp. No.	Insp. Date	Insp. Time	Insp. ID	Contractor	Contract No.	Task Order	End Date
34543	VALLEY RIDGE	BOATON	AL	63646	Dec 9 2000	P	M45556	Terra Properties Inc	Z-OPC-76567	5	01/01/2001
6556789	SEASHELL VILLAGE	MERRYTON	AL	54023	Dec 1 2000	A	M29478	Terra Properties Inc	Z-OPC-76567	5	01/01/2001
2148990	NARTON HOUSE	CAROUSEL	AL	55160	Apr 1 1999	A	M29478	Terra Properties Inc	Z-OPC-76567	4	01/01/2001

Update | Reset

[Physical Inspection Main Menu](#)

The **Property Page** displays. In this example, it is the **VALLEY RIDGE** page.

VALLEY RIDGE

Property Information

Property ID: 34543	PIH Project No.: AK06P001007
Inspection No.: 63646	Building Count: 1
Property Name: Valley Ridge	
Property Address:	
Street: P.O. BOX 729	
City: Boaton State: AL Zip: 99833 0000	
Phone:	Fax:
Email:	
Owner/PHA Information:	
Name: Parker Steensen	
Organization: Alabama Public Housing Corp.	
Street: P.O. BOX 101020	
City: Lawrence State: AL Zip: 99510 1020	
Phone: 9073386100 ext-0	Fax: 0
Email:	

Update Profile | Reset

[Physical Inspection Main Menu](#)

Users can edit all fields on this page to update the property information.

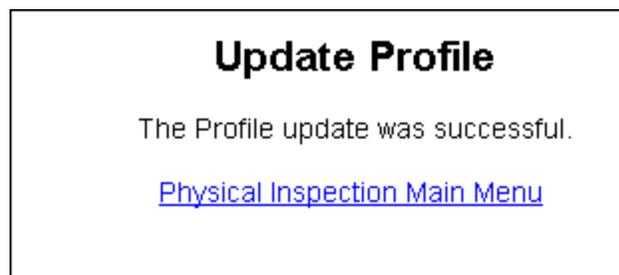
- To add new information, click in the blank field and enter the data.
- To edit existing information, double-click in the field to select the data and enter the new data.

NOTE: If you make a mistake or wish to return the page to its original state, click on the



button.

2. Click on the  button to save the property information in the database. A message page displays confirming your update.



3. Click on the [Physical Inspection Main Menu](#) link to return to the main menu.

Create Text Report Option



The Create Text Report option allows Master Schedulers to download inspection schedule, inspection property and inspection participant information to their own computers.

NOTE: This function should only be used if a large number of records need to be updated.

Inspections Schedule Report

(Scheduled Inspections)

3 Record(s) Found

Highlight the text between the horizontal lines. Copy it, then paste it into an Excel file. In Excel, use the wizard to correct the format.

Property_Id;Inspection_Id.;Prop._Name;City;State;Insp._Date;Insp._Time;Inspector_ID;Contractor Name;Contract No.;Task Order;Begin_Date;End_Date

34543;63646;VALLEY RIDGE;BOATON;AL;Dec 9 2000; P; M45556; Terra Properties Inc;Z-OPC-76567;5;04/01/99;01/01/2001*

6556789;54023;SEASHELL VILLAGE;MERRYTON;AL;Dec 1 2000;A; M29478; Terra Properties Inc;Z-OPC-76567;5;04/01/99;01/01/2001*

2148990;55160;NARTON HOUSE;CAROUSEL;AL;Apr 1 1999; A; M29478; Terra Properties Inc;Z-OPC-76567;4;04/01/99;01/01/2001*

[Physical Inspection Main Menu](#)

To create a text report:

1. Click on the **Create Text Report** button in the *Function* section of the **Schedule Inspections** page.

Schedule Inspections

Function

Schedule Inspection **View Web Page Report** **Create Text Report**

View

View All Inspections **View Unscheduled Inspections** **View Scheduled Inspections**

Selection Criteria

Property:

City:

State:

Zip Code:

- Click on the **View All Inspections**, **View Unscheduled Inspections** or **View Scheduled Inspections** button in the *View* section.
- If you wish to narrow your search results, fill in one or more of the fields in the *Selection Criteria* section of the page.
- Click on the button. The **Text Reports** page displays:

Text Reports

[Inspection Schedule Text Report](#)

[Inspection Property Text Report](#)

[Inspection Participant Text Report](#)

[Participant Role Reference Text Report](#)

- Click on the link that describes the report you want to create. In the example below, you see the screen that displays after we clicked on **Inspection Schedule Text Report**.

Inspections Schedule Report

(Scheduled Inspections)

3 Record(s) Found

Highlight the text between the horizontal lines. Copy it, then paste it into an Excel file. In Excel, use the wizard to correct the format.

Property_Id;Inspection_Id.;Prop._Name;City;State;Insp._Date;Insp._Time;Inspector_ID;Contractor Name;Contract No.;Task Order;Begin_Date;End_Date

34543;63646;VALLEY RIDGE;BOATON;AL;Dec 9 2000; P; M45556; Terra Properties Inc;Z-OPC-76567;5;04/01/99;01/01/2001*

6556789;54023;SEASHELL VILLAGE;MERRYTON;AL;Dec 1 2000;A; M29478; Terra Properties Inc;Z-OPC-76567;5;04/01/99;01/01/2001*

2148990;55160;NARTON HOUSE;CAROUSEL;AL;Apr 1 1999; A; M29478; Terra Properties Inc;Z-OPC-76567;4;04/01/99;01/01/2001*

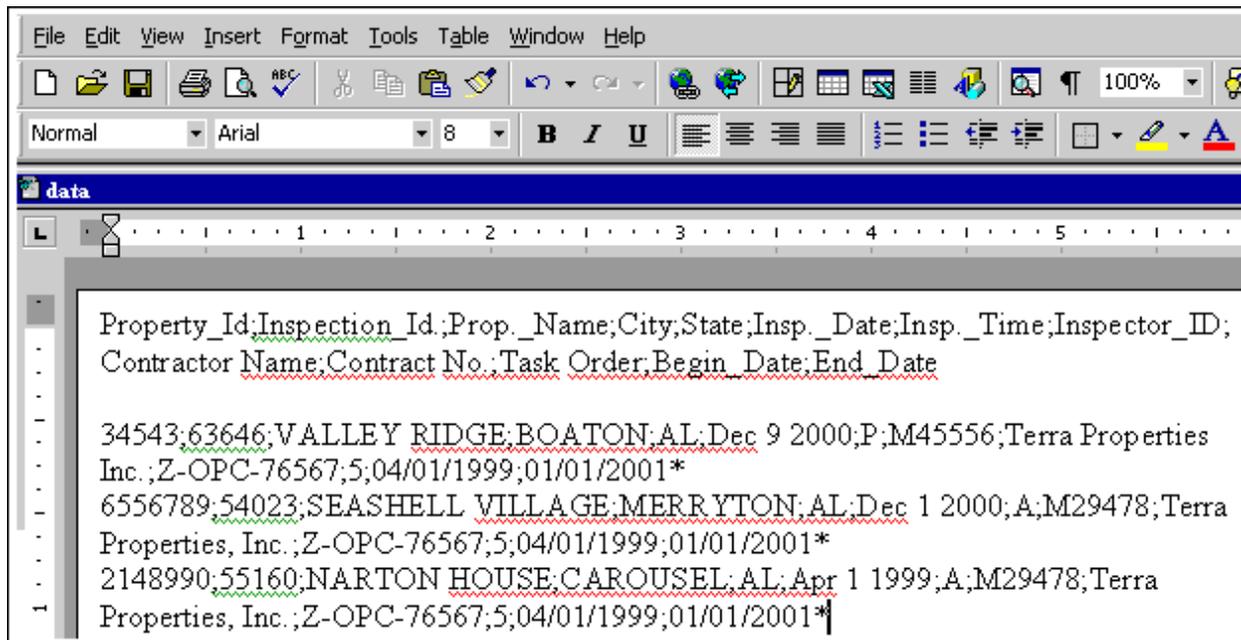
[Physical Inspection Main Menu](#)

6. Highlight the text between the horizontal line and the [Physical Inspection Main Menu](#) link.

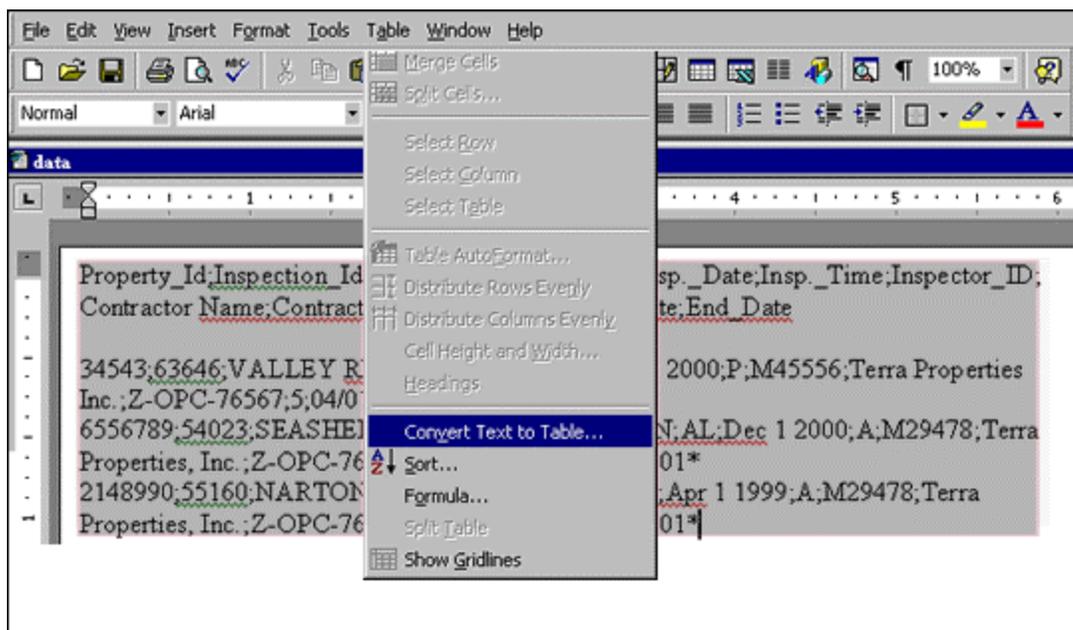


7. Copy the text by pressing the CTRL and C keys on your keyboard, or by selecting the copy command in the Edit menu.
8. Create a new document in Microsoft Word and follow these steps to format the document:
 - a) Click on File, then on Page setup.
 - b) Click on the Margin tab, change the Top, Bottom, Left, and Right margins to 0
 - c) Click on Paper Size tab and change the Orientation to Landscape
 - d) Click on the button.
 - e) Click on Format, then on Font, and change the font style to Arial, the font size to 8.

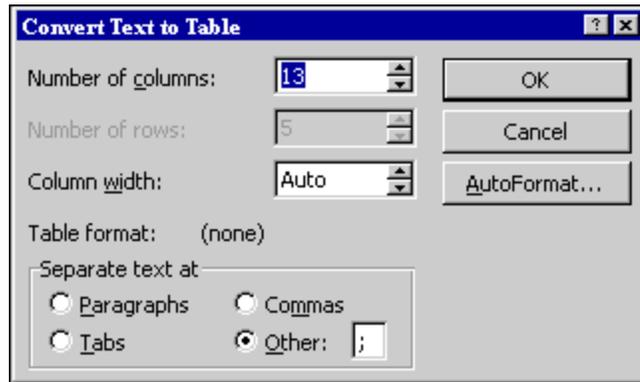
9. Paste the highlighted text into the new document by pressing the CTRL and V keys on your keyboard or by selecting select the Paste command in the Edit menu.



10. Use your mouse to highlight all of the text in the Microsoft Word document. Then click on Table in the Menu Bar and select Convert Text to Table.



The Convert Text to Table window displays.



11. Click on the Other (semi colon;) radio button to separate text, then click on the  button.

12. The data will immediately be formatted into a table. It is now ready for you to update inspection schedule information.

Property_Id	Inspection_Id	Prop_Name	City	State	Insp_Date	Insp_Time	Inspector_ID	Contractor Name	Contract No.	Task Order	Begin Date
34543	63646	Valley Ridge	Boston	AL	Dec 25 2000	P	M45556	Terra Properties Inc.	Z-OPC-76567	5	04/01/1999
6556789	54023	SEASHELL VILLAGE	MERRYTON	AL	Dec 25 2000	A	M29478	Terra Properties Inc.	Z-OPC-76567	5	04/01/1999
2148990	55160	NARTON HOUSE	CAROUSEL	AL	Jul 23 1999	A	M29478	Terra Properties Inc.	Z-OPC-76567	4	04/01/1999

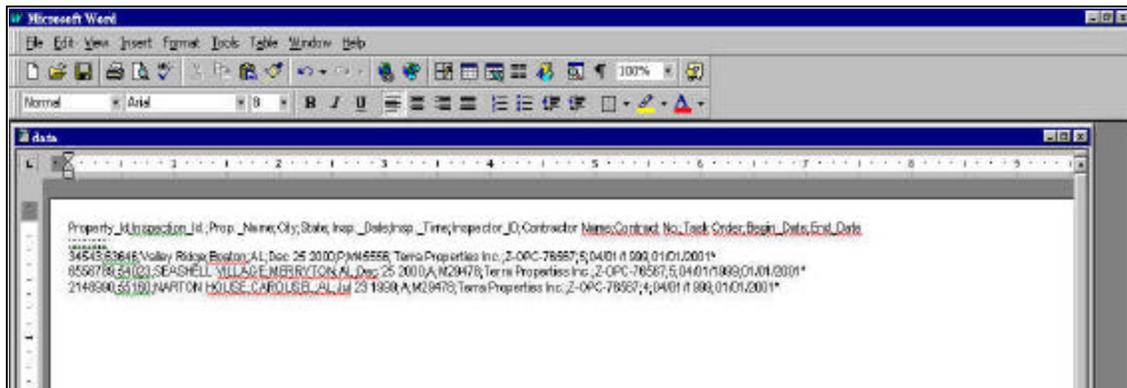
After you have made your updates, convert the table back to text.

To convert the table back to text:

1. In Microsoft Word, click on Table in the Menu Bar and select Convert Table to Text.



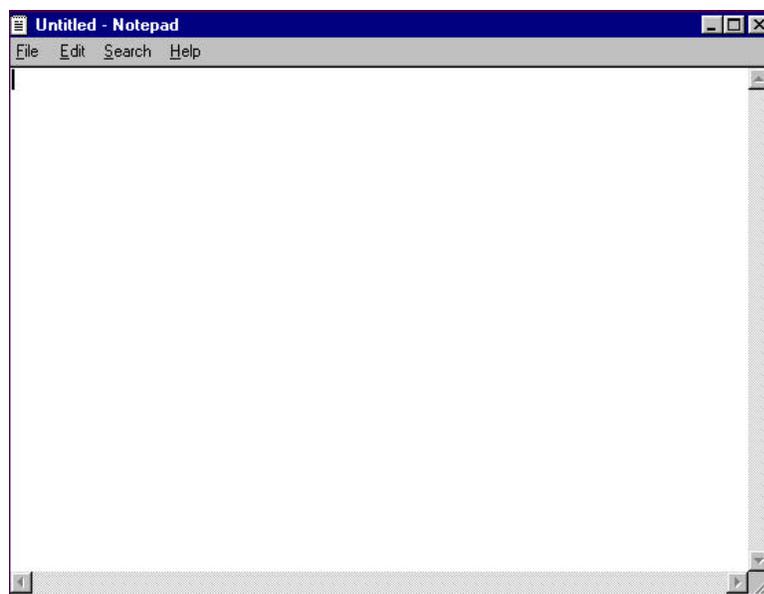
2. Click on the Other radio button and then on the  button. The table will be converted back to text.



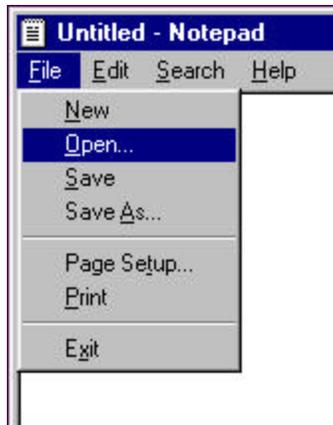
3. Save the file as a text file to later use for the bulk upload process. The file must have a .TXT extension.

NOTE: Whenever a Microsoft Word document is saved as a .txt file, a blank row is placed after the last row of data. This blank row must be removed from the .txt file before it is used in the Bulk Upload process. Complete steps 7 – 10 to remove the blank row.

4. Click on the Start button on your desktop. Select Programs, then Accessories and finally Notepad. The **Untitled – Notepad** page displays.



5. Click on File in the toolbar menu and select Open.



The **Open** window displays.



6. Click on the *Look in:* drop-down arrow and select the location where the .txt file is stored. In the example, we are looking for the file data.txt. Once you have located your file, click twice on it. The File Name field will be updated with the name of the .txt file. Click on the Open button.



Schedule Changes Page

The **Schedule Changes** page allows users to view all scheduling changes made within a specified timeframe for their contract. Each change is listed on a separate line. Users can

access the **Schedule Changes** page by clicking on the  button on the **Inspection Scheduling** page. The **Schedule Changes** page is view-only and provides links to the PASS Menu and to the Property Profile.

Schedule Changes in Past 4 Day(s)								
5 Record(s) have been changed Since 12/03/2000								
(*) Means that only the Inspector was changed, not the date of the inspection.								
Inspection ID	Property ID	Times Changed	Old Date	New Date	Changed By	Date Changed	Contract	Task Order
34543	567	2	07/10/1999	07/02/1999	JANE AUSTIN (M99002)	12/04/2000	C-OPC-21241	5
34543	567	2	07/02/1999	07/22/1999	JANE AUSTIN (M99002)	12/04/2000	C-OPC-21241	5
6776667	4778	1	07/22/1999	07/12/1999	JANE AUSTIN (M99002)	12/04/2000	C-OPC-21241	5
999888777	21	1	07/12/1999	07/07/1999	JANE AUSTIN (M99002)	12/04/2000	C-OPC-21241	5
4445542	1223	4	07/07/1999	* 07/07/1999	JANE AUSTIN (M99002)	12/04/2000	C-OPC-21241	5

[Physical Inspection Main Menu](#)

To access the **Schedule Changes** page:

1. On the **Inspection Scheduling** main page, select a contractor.
2. Select a contract from the choices in the *Please Select a Contract* menu.

Inspection Scheduling

Contractor

Terra Properties, Inc. ▾

Please Select a Contract

Area 2-Terra Properties, Inc. (Contract Z-OPC-76567) ▾

3. Once a specific contract is selected, *Select a Task Order of Contract* (the contract number selected) appears. Select the appropriate task order number.

Inspection Scheduling

Contractor
Terra Properties, Inc.

Please Select a Contract
Area 2-Terra Properties, Inc. (Contract Z-OPC-76567)

Please Select a Task Order
Select ALL Task Orders

Inspection Scheduling View Changes

4. Click on the  button. The **Select Timeframe** page displays.

Select Timeframe

Last 1 day (today)

Submit

5. Click on the drop-down arrow to select the number of days in the timeframe (e.g., 4 days) to search.

Select Timeframe

Last 4 days

- 1 day (today)
- 2 days
- 3 days
- 4 days
- 5 days
- 6 days
- 1 Week
- 2 Weeks
- 3 Weeks
- 1 Month

6. Click the  button. The **Schedule Changes** page displays. In this example, it reflects **Schedule Changes in Past 4 Day(s)**.

Schedule Changes in Past 4 Day(s)								
5 Record(s) have been changed Since 12/03/2000								
(*) Means that only the Inspector was changed, not the date of the inspection.								
Inspection ID	Property ID	Times Changed	Old Date	New Date	Changed By	Date Changed	Contract	Task Order
34543	567	2	07/10/1999	07/02/1999	JANE AUSTIN (M99002)	12/04/2000	C-OPC-21241	5
34543	567	2	07/02/1999	07/22/1999	JANE AUSTIN (M99002)	12/04/2000	C-OPC-21241	5
6776667	4778	1	07/22/1999	07/12/1999	JANE AUSTIN (M99002)	12/04/2000	C-OPC-21241	5
999888777	21	1	07/12/1999	07/07/1999	JANE AUSTIN (M99002)	12/04/2000	C-OPC-21241	5
4445542	1223	4	07/07/1999	* 07/07/1999	JANE AUSTIN (M99002)	12/04/2000	C-OPC-21241	5

[Physical Inspection Main Menu](#)

7. Click on **Inspection ID** to access the **Property Profile** page.

VALLEY RIDGE

Property Information

Property ID:	34543	PIH Project No.:	AK06P001007
Inspection No.:	63646	Building Count:	<input type="text" value="1"/>
Property Name:	<input type="text" value="Valley Ridge"/>		
Property Address:			
Street:	<input type="text" value="P.O. BOX 729"/>		
City:	<input type="text" value="Boaton"/>	State:	<input type="text" value="AL"/>
		Zip:	<input type="text" value="99833"/> <input type="text" value="0000"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		
Owner/PHA Information:			
Name:	<input type="text" value="Parker"/>	<input type="text" value="Steensen"/>	
Organization:	<input type="text" value="Alabama Public Housing Corp."/>		
Street:	<input type="text" value="P.O. BOX 101020"/>		
City:	<input type="text" value="Lawrence"/>	State:	<input type="text" value="AL"/>
		Zip:	<input type="text" value="99510"/> <input type="text" value="1020"/>
Phone:	<input type="text" value="9073386100"/> ext. <input type="text" value="0"/>	Fax:	<input type="text" value="0"/>
Email:	<input type="text"/>		

[Physical Inspection Main Menu](#)

Users can edit all fields on the Property Profile page to update the property information.

- To add new information, click in the blank field and enter the data.
- To edit existing information, double-click in the field to select the data and enter the new data.

8. Click on the  button to clear changes, if necessary.

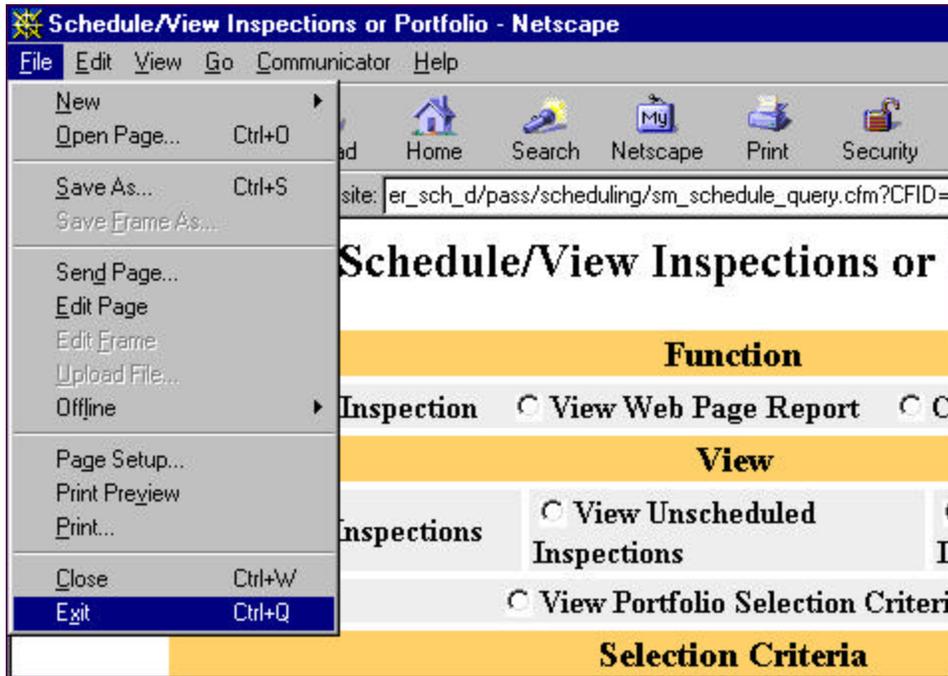
9. Click on the  button to save the property information in the database. A message page displays confirming your update.



10. Click on the [Physical Inspection Main Menu](#) link to return to the main menu.

Exiting Scheduling

Users can exit Scheduling at any time by clicking the  at the top right hand corner of the browser window. Alternatively, you can click on the Menu bar of your browser and select *File* and *Exit*.



Bulk Upload Option



The Bulk File Upload option allows the Master Scheduler to upload inspection schedule, inspection property, and inspection participant data to the Scheduling database. The data must be saved as a text file, with a “.txt” extension.

The data must be in the correct order with each entry separated by semicolons. The correct order for inspection schedule information is:

- Property ID
- Inspection ID
- Property Name
- City
- State
- Inspection Date (mm/dd/yyyy)
- Inspection Time (an uppercase P for PM and an uppercase A for AM)
- Inspector ID
- Contractor Name
- Contract Number
- Task Order
- Begin Date
- End Date

The correct order for inspection property information is:

- Inspection ID
- Property ID
- Property Name
- Building Total
- Dwelling Total
- Contract Number
- Task Order
- Organization ID
- Street Line 1
- Street Line 2
- City
- State
- Zip5
- Zip4
- Building Number
- Role Name
- Phone Number
- Fax Phone Number
- Phone Extension
- Email Address

- PIH Project
- Program Type
- Scattered Ind

NOTE: The following fields are not required: Street Line 2, Zip4, Phone Extension, Email Address, PIH Project Number, and Program Type.

The correct order for inspection participant information is:

- Inspection ID
- Role ID
- Participant ID
- Organization Name
- Last Name
- First Name
- Middle Name

NOTE: The Middle Name is not a required field.

Although participant role reference data can be downloaded, the information cannot be uploaded.

Helpful Hints

- There must be an asterisk (*) at the end of each row to ensure the data is properly updated.
- There cannot be an asterisk (*) within the row of data, only at the end of the row.
- If a field contains a semicolon, example (Woodside Villa; Inc), the semicolon must be deleted from the field.
- When you save a Microsoft Word document as a .txt file, a blank row will be inserted at the end of the .txt file. The blank row must be deleted before the data is uploaded to the REAC database. If you do not delete the row, you will receive error messages when you try to upload the data.

Below are examples of each text file:

Schedule text file

```
10;54003;VALLEY RIDGE;LOWBURG;AK;07/21/1999;A;M36901;MTB Investments,Inc.;C-OPC-21241;5;04/01/1999;01/01/2001*
20;54007;FRIENDSHIP VILLAGE;IOWA CITY;IA;07/22/1999;A;M36901;MTB Investments,Inc.;C-OPC-
21241;5;04/01/1999;01/01/2001*
40;54011;MANSFIELD PARK;FAIRBANKS;AR;07/23/1999;A;M36901;MTB Investments,Inc.;C-OPC-
21241;5;04/01/1999;01/01/2001*
```

Property text file

```
6204;800010488;COLDSRING SHORES;1;147;C-OPC-21240;6;98;11 MOON AVENUE; ;WELLTOWN;KY;48219;  
;0;;3135380360;3135384427; ;None;;N*  
6421;800015096;MERRY HILLS;1;46;C-OPC-21240;6;98;2468 TUNEFUL STREET; ;CATABA;AR;10030;  
;0;;2126907000;2122347004; ;;;N*
```

In the property text file example, there are three semicolons at the end of the data line. The first semicolon marks the end of the email address field and the last two semicolons are for the two fields PIH Project and Program Type which have no field values. If a text file has a field or fields without data, still enter a semicolon where the data would appear as illustrated in the property text file example.

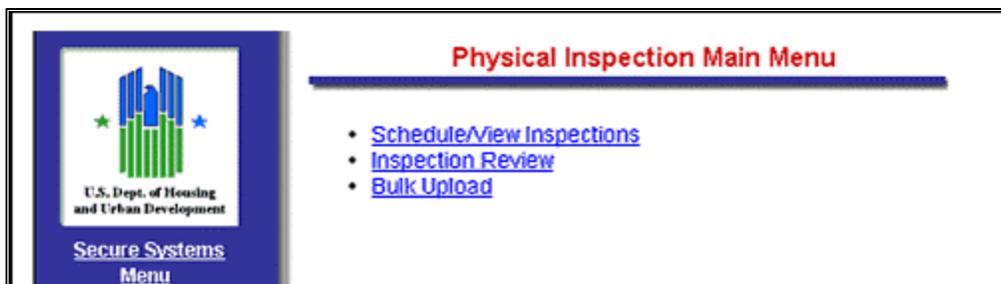
Participant text file

```
6204;1;14002;TINSELTOWN HOUSING CORP; ; ; *  
6204;3;173830;Tinseltown Housing Co.;Jefferson;Thomas; *  
6204;4;2990;TIPTOP MANAGEMENT; ; ; *  
6204;5;174149;Tiptop Management, Inc.;Washington;George; *
```

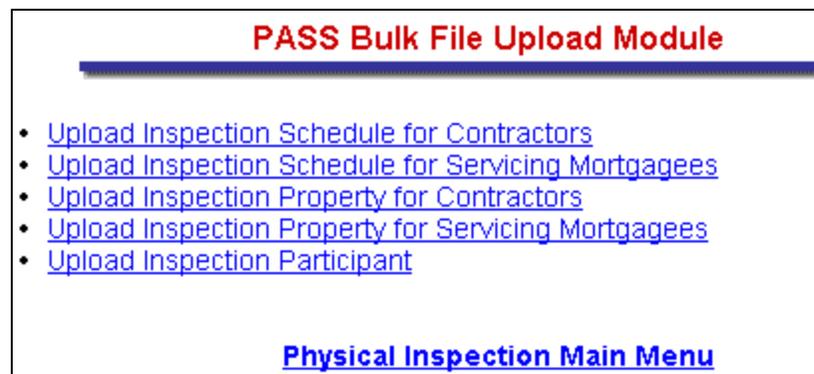


To access the Bulk Upload function:

1. From the **Physical Inspection Main Menu** page click on the [Bulk Upload](#) link.

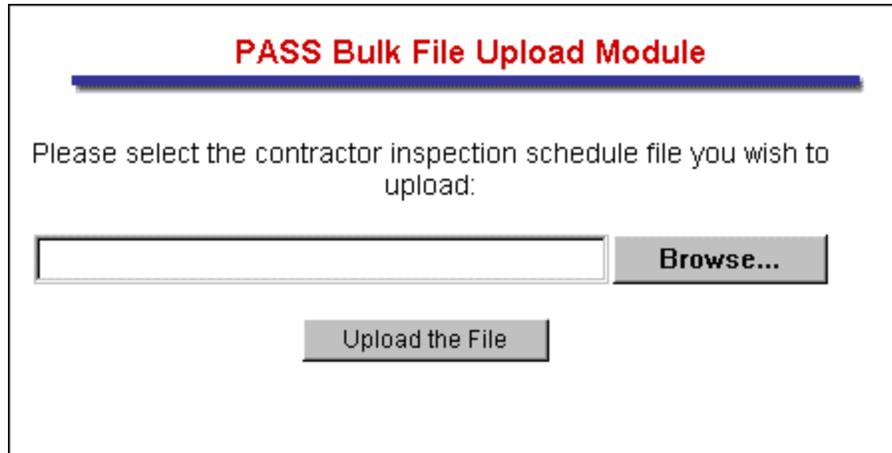


The PASS Bulk File Upload Module screen displays:



2. Select the appropriate link to upload.

The **PASS Bulk File Upload Module** page displays. In the example below, the Upload Inspection Schedule link was selected.



3. If you know the pathname, type it into the File name field. If not, click on the **Browse...** button to locate the file. The **File Upload** dialogue box opens.



4. Locate and select the file.

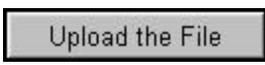
NOTE: The file must have a .TXT extension.

5. Click on the  to close the dialogue box. The **PASS Bulk File Upload Module** page displays.

NOTE: The name of the file appears in the *Please select the inspection schedule (inspection property or inspection participant) file you wish to upload* field.



The screenshot shows a web interface titled "PASS Bulk File Upload Module". Below the title is a blue horizontal bar. The main text reads "Please select the contractor inspection schedule file you wish to upload:". There is a text input field followed by a "Browse..." button. Below these is an "Upload the File" button.

6. Click on the  button.

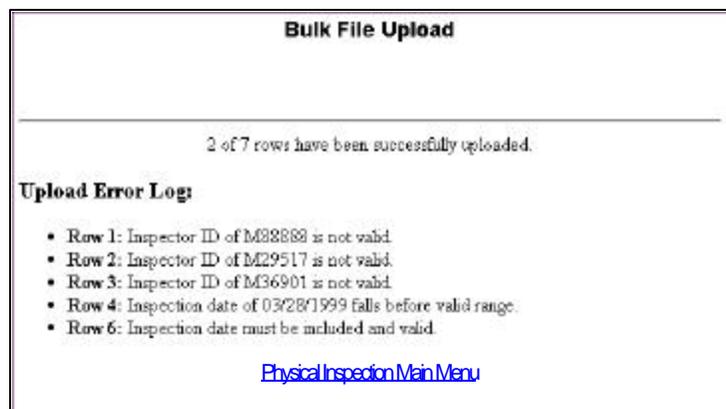


If the inspector has multiple inspections scheduled for the same date and time, a warning message will display to remind the Master Scheduler of the scheduling conflict.

NOTE: If the data uploads successfully, a message window displays indicating the number of data rows successfully loaded into the database.

If the data does not upload successfully, a message window displays indicating the row(s) of data with errors and the type of errors. Examples of the message windows are presented below:

Inspection Schedule Information:



The screenshot shows a message window titled "Bulk File Upload". The main text says "2 of 7 rows have been successfully uploaded." Below this is a section titled "Upload Error Log:" with a bulleted list of errors:

- Row 1: Inspector ID of M28888 is not valid.
- Row 2: Inspector ID of M29517 is not valid.
- Row 3: Inspector ID of M36901 is not valid.
- Row 4: Inspection date of 03/28/1999 falls before valid range.
- Row 6: Inspection date must be included and valid.

At the bottom of the window is a blue hyperlink: [Physical Inspection Main Menu](#)

Inspection Property Information:

Bulk File Upload

0 of 8 rows have been successfully uploaded.

Data Error Log:

- Row 1: Inspection_Id is invalid
- Row 2: Inspection_Id is invalid
- Row 3: Inspection_Id is invalid
- Row 4: Inspection_Id is invalid
- Row 5: Inspection_Id is invalid
- Row 6: Inspection_Id is invalid
- Row 7: Inspection_Id is invalid
- Row 8: Inspection_Id is invalid

[Physical Inspection Main Menu](#)

Inspection Participant Information:

Inspection Participant File Upload

0 of 6 rows have been successfully uploaded.

Data Error Log:

- Row 1: Inspection ID of 99999 is not valid.
- Row 2: Inspection ID of 60000 is not valid.
- Row 3: Inspection ID of 88017 is not valid.
- Row 4: Inspection ID of 60000 is not valid.
- Row 5: Inspection ID of 60000 is not valid.
- Row 6: Inspection ID of 60000 is not valid.

[Physical Inspection Main Menu](#)

The errors must be corrected before the file can be re-uploaded. After the errors on the text file are corrected, repeat steps 1 – 6 of the bulk upload process.

7. To return to the Physical Inspection Main Menu, click on the [Physical Inspection Main Menu](#) link.

Appendix A: Master Scheduler for Servicing Mortgagee

If you are Master Scheduler for only one Servicing Mortgagee organization, the **Schedule Inspections** query page will display when you select the [Schedule/View Inspections](#) link on the **Physical Inspection Main Menu** page.

Schedule Inspections

Function

Schedule Inspection View Web Page Report Create Text Report

View

View All Inspections View Unscheduled Inspections View Scheduled Inspections

Selection Criteria

Property:

City:

State:

Zip Code:

Inspection Schedule Date Range:

Begin: End:

Scoring Range: From: To: (Last Released Inspection)

Master Scheduler ID: [Select Master Scheduler](#)

Inspector ID: [Select Inspector](#)

Ideal Future Inspection Date:

Begin: End:

Inspection Number: From: To:

Property ID: From: To:

FHA Number: (No Dashes)

[Physical Inspection Main Menu](#)

If you are the Master Scheduler for more than one Servicing Mortgagee, then the **Servicing Mortgagee Inspection Scheduling** page will display. Select the appropriate Servicing Mortgagee from the *Servicing Mortgagee* drop-down list. Then click on the **Inspection Scheduling** button, and the **Schedule Inspections** query page will display.



If you are the Master Scheduler for a Servicing Mortgagee(s) and Contractor(s), then the **Contractor/Servicing Mortgagee Inspection Scheduling** page will display. Select a Contractor or Servicing Mortgagee organization from the drop-down lists. Then click on the **Inspection Scheduling** button, and the **Schedule Inspections** query page will display.

NOTE: The Schedule Inspections query page for Servicing Mortgagee is different for the query page that shows for Contractor. The Servicing Mortgagee query page contains additional search criteria.



Schedule/View Inspections

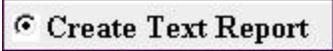
Schedule Inspections Query Page

The **Schedule Inspections** query page allows users to search for specific inspection assignments. Users can request to update inspection schedules, view inspection reports or create text reports using this page. All searches can be narrowed by entering specified criteria such as: *City, State, Zip Code, Inspection Schedule Date Range, Scoring Range, Master Scheduler ID, Inspector ID, Ideal Future Inspection Date, Inspection Number(s), Property ID(s), and FHA Number.*

Schedule Inspections

Function	
<input checked="" type="radio"/> Schedule Inspection	<input type="radio"/> View Web Page Report
<input type="radio"/> Create Text Report	
View	
<input checked="" type="radio"/> View All Inspections	<input type="radio"/> View Unscheduled Inspections
<input type="radio"/> View Scheduled Inspections	
Selection Criteria	
Property:	
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Inspection Schedule Date Range:	
Begin:	<input type="text" value="10/30/2000"/>
End:	<input type="text" value="10/30/2000"/>
Scoring Range:	From: <input type="text"/> To: <input type="text"/> (Last Released Inspection)
Master Scheduler ID:	<input type="text"/> Select Master Scheduler
Inspector ID:	<input type="text"/> Select Inspector
Ideal Future Inspection Date:	
Begin:	<input type="text"/>
End:	<input type="text"/>
Inspection Number:	From: <input type="text"/> To: <input type="text"/>
Property ID:	From: <input type="text"/> To: <input type="text"/>
FHA Number:	<input type="text"/> (No Dashes)
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	
Physical Inspection Main Menu	

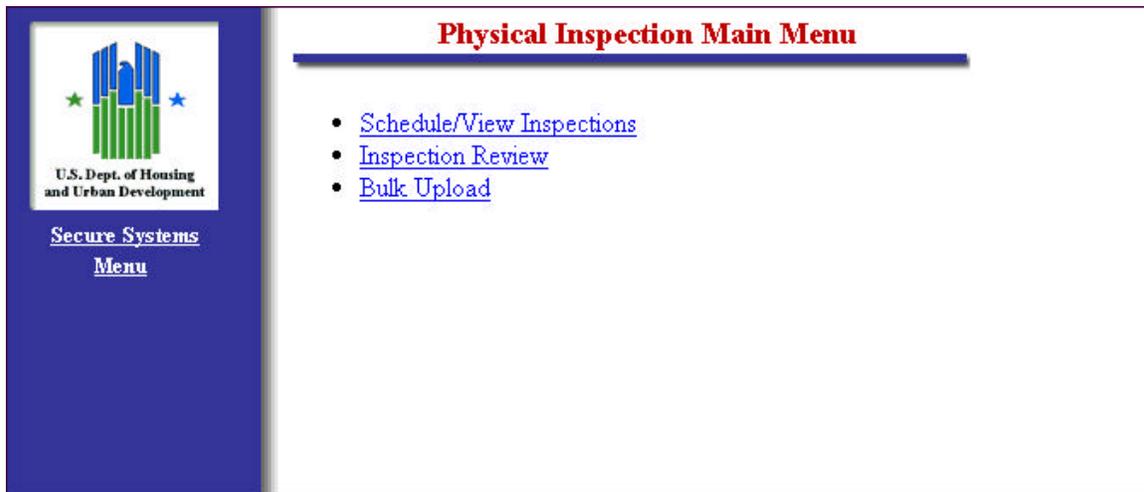
Special features of the Schedule Inspections query page.

Feature	Description
<p style="text-align: center;"></p>	<p>Clicking on this function allows the Master Scheduler to schedule or reschedule inspections.</p>
<p style="text-align: center;"></p>	<p>When this function is selected, you are able to view Inspection Schedule Reports for scheduled inspections, unscheduled inspections or both scheduled and unscheduled inspections.</p>
<p style="text-align: center;"></p>	<p>This function allows users to download inspection schedule, inspection property and inspection participant information to their own computers.</p>
<p style="text-align: center;"></p>	<p>This view option allows you to see both scheduled and unscheduled inspections.</p>
<p style="text-align: center;"></p>	<p>This view option allows you to see unscheduled inspections.</p>
<p style="text-align: center;"></p>	<p>This view option allows you to see scheduled inspections.</p>
<p style="text-align: center;">Select Master Scheduler</p>	<p>Clicking on the <u>Select Master Scheduler</u> link brings up a pop-up window. The pop-up window displays all the inspectors selected by the Servicing Mortgagee. Clicking on a specific Inspector ID link on the pop-up window closes the pop-up window and places the inspector ID in the entry box next to Select Master Scheduler.</p>
<p style="text-align: center;">Select Inspector</p>	<p>Clicking on the <u>Select Inspector</u> link brings up a pop-up window. The pop-up window displays all the inspectors selected by the Servicing Mortgagee. Clicking on a specific Inspector ID link on the pop-up window closes the pop-up window and places the</p>

Feature	Description
	inspector ID in the entry box next to Select Inspector link.
	Clicking this button initiates the action to locate schedule information based on information entered for the query.
	The Reset button returns all fields to their original state.
Physical Inspection Main Menu	Clicking on Physical Inspection Main Menu link returns you to the Physical Inspection Main Menu page. The Physical Inspection Main Menu page is where you go to perform different tasks.

To access the Schedule Inspections query page:

Click the [Schedule/View Inspections](#) link on the **Physical Inspection Main Menu** page.



The **Schedule Inspections** query page displays.

Schedule Inspections

Function			
<input checked="" type="radio"/> Schedule Inspection	<input type="radio"/> View Web Page Report	<input type="radio"/> Create Text Report	
View			
<input checked="" type="radio"/> View All Inspections	<input type="radio"/> View Unscheduled Inspections	<input type="radio"/> View Scheduled Inspections	
Selection Criteria			
Property:			
City:	<input type="text"/>		
State:	<input type="text"/>		
Zip Code:	<input type="text"/>		
Inspection Schedule Date Range:			
Begin:	<input type="text" value="10/30/2000"/>	End:	<input type="text" value="10/30/2000"/>
Scoring Range:	From: <input type="text"/>	To: <input type="text"/>	(Last Released Inspection)
Master Scheduler ID:	<input type="text"/>	Select Master Scheduler	
Inspector ID:	<input type="text"/>	Select Inspector	
Ideal Future Inspection Date:			
Begin:	<input type="text"/>	End:	<input type="text"/>
Inspection Number:	From: <input type="text"/>	To: <input type="text"/>	
Property ID:	From: <input type="text"/>	To: <input type="text"/>	
FHA Number:	<input type="text"/>	(No Dashes)	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			
Physical Inspection Main Menu			

Query Fields

The query fields in the Function and View section of the **Schedule Inspections** query page are required. Users must select one option in each row. The system automatically displays as the default; *Schedule Inspection* in the Function area and *View All Inspections* in the View section of the page.

The query fields in the Selection Criteria are all optional. Users can complete all, some, or none of the fields to execute a search. The more information provided in the query search reduces the number of unnecessary results. For example, if you have 100 properties that need to be scheduled, and if you do not specify specific information about your properties, the **Inspections Schedule Report** displays all 100 properties after the Submit button is clicked. However, if you only want to see your properties in the state of Virginia, then select the state of Virginia in the *State* field, the **Inspections Schedule Report** displays only those properties in Virginia.

- The **Function** field determines what users can do with the inspection information. Users have three options:
 - *Schedule Inspection* allows users to enter or modify schedule information on the **Inspections Schedule Report** page;
 - *View Web Page Report* allows users to view or print the **Inspections Schedule Report** page;
 - *Create Text Report* allows users to download inspection schedule, inspection property, inspection participant and participant role reference information for use on their own computer.

Click on a radio button to select an option.

- The **View** field allows users to search for scheduled, unscheduled, or all inspections (scheduled and unscheduled) by clicking on the appropriate radio button.
- The **City** field allows users to search by cities in the United States. Click on the field and enter the name of the city, or leave this field blank.
- The **State** field allows users to search by states and territories. Click on the drop-down arrow to view the entire list. Click on a state or territory from the list, or leave this field blank.



- The **Zip Code** field allows users to search by postal zip code. Click on the field and enter the zip code, or leave this field blank.
- The **Inspection Schedule Date Range** allows the user to search for inspection schedules within a range of dates, select the *Begin* and *End* dates of the time frame by clicking in the  icon.

To use the calendar box:

1. Click on the  button to view the current month in the calendar box. The current date is highlighted.



2. *To navigate in the calendar box to select a date:*
 - Click on a date (e.g., 20) to select a date in the current month.
 - To move forward or backward by month, click on the **|<** or **>|** at the top of the calendar. Use one click per month.
 - To move forward or backward by year, click on the **<** or **>** at the top of the calendar. Use one click per year.
 - Users can also use the drop-down arrows to select the month and year from the **Month and Year** menus. The calendar changes once the month and year are selected, and users can then click on a specific date within the month.
3. The calendar box closes once a date is selected, or you can click on the **X** control icon to close the window.

NOTE: If a date is only entered in the Begin field, the query results will list all inspection schedule date ranges equal to or greater than the inspection schedule date range entered.

If a date is only entered in the End field, the query results will list all inspection schedule date ranges equal to or less than the inspection schedule date range entered.

To generate a search for one inspection schedule date range, enter the same date in the Begin and End fields.

- The **Scoring Range** field allows users to search by score(s) of the last released inspection. Click on the field and enter the score(s), or leave this field blank.

NOTE: If a score is only entered in the From field, the query results will list all scores equal to or greater than the score entered.

If a score is only entered in the To field, the query results will list all scores equal to or less than the score entered.

To generate a search for one score, enter the same score in the From and To fields.

- The **Master Scheduler ID** field allows users to search by the Master Scheduler's ID number. Enter the Inspector ID number in the box next to the *Master Scheduler ID* field. Users can also click on the [Select Master Scheduler](#) link to view a list of all Inspector ID numbers that have been selected to work for the Servicing Mortgagee. Click on the [Inspector ID](#) link to select a Master Scheduler Inspector, or leave this field blank.

NOTE: The Inspector List contains the Inspector ID numbers of both, Master Schedulers and Independent Inspectors selected by the Servicing Mortgagee. There is no special listing that displays Master Scheduler ID only or Independent Inspector ID only numbers.

Inspector Id	Inspector Name	Home State	Home City
M00519	Ling Charles	VA	McLean
M00884	Robert Red	VA	Falls Church

The **Schedule Inspections** page redisplay once an *Inspector ID* is selected from the Inspector List.

- The **Inspector ID** field allows users to search by the Inspector's ID number. Enter the Inspector ID number in the box next to the *Inspector ID* field. Users can also click on the [Select Inspector](#) link to view a list of all Inspector ID numbers that have been selected by the Servicing Mortgagee. Click on the [Inspector ID](#) link to select an Inspector ID, or leave this field blank.

NOTE: The Inspector List contains the Inspector ID numbers of both, Master Schedulers and Independent Inspectors selected by the Servicing Mortgagee. There is no special listing that displays Master Scheduler ID only or Independent Inspector ID only numbers.

Inspector Id	Inspector Name	Home State	Home City
M00519	Ling Charles	VA	McLean
M00884	Robert Red	VA	Falls Church

The **Schedule Inspections** page displays once an *Inspector ID* is selected from the Inspector List.

- The **Ideal Future Inspection Date** allows users to search for inspection schedules with the ideal future inspection date, select the *Begin* and *End* dates of the time frame by clicking in the  icon.

To use the calendar box:

1. Click on the  button to view the current month in the calendar box. The current date is highlighted.



2. To navigate in the calendar box to select a date:
 - Click on a date (e.g., 20) to select a date in the current month.

- To move forward or backward by month, click on the **◀** or **▶** at the top of the calendar. Use one click per month.
 - To move forward or backward by year, click on the **<** or **>** at the top of the calendar. Use one click per year.
 - Users can also use the drop-down arrows to select the month and year from the **Month and Year** menus. The calendar changes once the month and year are selected, and users can then click on a specific date within the month.
3. The calendar box closes once a date is selected, or you can click on the **X** control icon to close the window.

NOTE: If a date is only entered in the Begin field, the query results will list all ideal future inspection dates equal to or greater than the ideal future inspection date entered.

If a date is only entered in the End field, the query results will list all ideal future inspection dates equal to or less than the ideal future inspection date entered

To generate a search for one ideal future inspection date, enter the same date in the Begin and End fields.

- The **Inspection Number** field allows users to search a specific inspection or a range of inspections by entering the inspection number(s). Enter the inspection number(s), or leave this field blank.

NOTE: If the inspection number is only entered in the From field, the query results will list all inspection numbers equal to or greater than the inspection number entered.

If the inspection number is only entered in the To field, the query results will list all inspection numbers equal to or less than the inspection number entered.

To generate a search for one inspection number, enter the inspection number in the To and From fields.

- The **Property ID** field allows users to search a specific property id or a range of property ids by entering the property ID number(s). Enter the property ID number(s), or leave this field blank.

NOTE: If the Property ID number is only entered in the From field, the query results will list all property ID numbers equal to or greater than the property ID number entered.

If the Property ID number is only entered in the To field, the query results will list all property ID numbers equal to or less than the property ID number entered.

To generate a search for one property ID number, enter the property ID number in the To and From fields.

- The **FHA Number** field allows users to search a specific FHA number by entering the FHA number. Enter the FHA Number, or leave this field blank.

Once the Function, View, and Selection Criteria are selected, click on the  button, and one of the following pages or options displays:

- **Inspections Schedule Report** page (to schedule/reschedule inspections) via the *Schedule Inspection* function
- **Inspections Schedule Report** page (to view scheduled/unscheduled inspections) via the *View Web Page Report* function
- **Text Reports** page via the *Create Text Report* function

Inspections Schedule Report Page

Once the **Schedule Inspections** query page is updated and the Submit button is clicked, the **Inspections Schedule Report** page (for all inspections, scheduled or unscheduled inspections) displays. The **Inspections Schedule Report** page contains basic information on scheduled, unscheduled or scheduled and unscheduled inspections based on specified criteria. On this page, the Master Scheduler assigns or reassigns inspections to any inspector working for the Servicing Mortgagee.

Those inspectors working for the Servicing Mortgagee can view properties to which they have been assigned and modify their inspection schedules. To ensure the integrity of the data, any modifications to the inspection schedule or property profile information should be made prior to the download of the inspection.

Inspections Schedule Report

5 Record(s) Found
All Inspections

To schedule an Inspection, enter the Inspector's Id and the Inspection date.

You can either enter the Inspector Id into each entry field in the grid, in the following entry box and check all records on the grid that you want to put this ID in, or you can simply enter the Inspector ID in the following entry box and check and click "Apply All" to apply to all the records on this page only. You must click "Submit" in order to send your changes to the database.

[Select Inspector](#)

 View: 1 - 5 of 5

 Select No. of Records to Show:

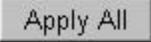
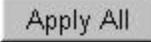
 Page No:

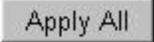
	FHA No	Property ID	Property Name	City	State	Insp. No.	Insp. Date	Insp. Time	Insp. ID	Last Released Insp.Date	Prior Score	Ideal Future Date
<input type="checkbox"/>	08976745	53668	Lake View	Vienna	VA	22103	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	03/29/2000	67a*	03/28/2003
<input type="checkbox"/>	35567221	800045632	Fair Homes	Washington	DC	2009	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	04/17/2000	91c*	04/17/2003
<input checked="" type="checkbox"/>	08437383	800066666	Skyline	McLean	NY	2000	<input type="text" value="Dec 12 200C"/>	<input type="checkbox" value="P"/>	<input type="text" value="M00884"/>	10/21/1999	79c*	10/21/2000
<input checked="" type="checkbox"/>	08437444	800076767	Charles Smith	Falls Church	NY	2002	<input type="text" value="Dec 18 200C"/>	<input type="checkbox" value="A"/>	<input type="text" value="M00884"/>	09/21/1999	67a*	10/14/2000
<input checked="" type="checkbox"/>	08375383	800806081	Hilltop Apartments	Louisville	KY	2010	<input type="text" value="Dec 15 200C"/>	<input type="checkbox" value="P"/>	<input type="text" value="M00884"/>	10/21/1999	79c*	10/21/2000

[Physical Inspection Main Menu](#)

NOTE: Use the scroll bar to view all the columns, if necessary.

Special features of the Inspections Schedule Report page.

Feature	Description
	<p>Clicking on the Select Inspector link brings up a pop-up window. The pop-up window displays all the inspectors selected by the Servicing Mortgagee to work for that organization.</p> <p>Clicking on a specific Inspector ID link on the pop-up window closes the pop-up window and places the inspector ID in the entry box next to Select Inspector.</p>
	<p>If you know the Inspector's ID number, you can enter the number directly in the entry box.</p>
	<p>With these buttons you can view information on the previous page or next page. In this example, there are 25 records on the current page. To display the remaining 5 records click Next. Once records 26-30 are displayed and you wish to return to records 1-25, click Prev.</p>
	<p>You can set the number of records to display at a time. The system automatically displays 25 records at a time. You can have 25, 50, 75, 100, 200 or 250 records to display on a page.</p>
	<p>You can set the page number to display. If the list of Scheduled or Unscheduled Inspections contains more than one page, you can select the next page to view. For example, if you are on page 5 and there are 10 pages, you can go to page 8 by clicking on the drop-down arrow and selecting 8. The page redisplay with page 8 displayed.</p>
	<p>Once an Inspector ID number appears in the entry box, and you want the Inspector scheduled for all of the properties, click  and all the properties will have the <i>Insp. ID</i> field updated with that inspector's ID number.</p>
	<p>This button returns you to the Schedule Inspections query page.</p>
	<p>When you select the checkbox, the Inspector Number ID located in the entry box automatically updates the <i>Insp. ID</i> field for the row selected.</p>
<p>FHA No and Property ID links</p>	<p>Clicking on either link allows you to view or update the Property Information page for a particular property.</p> <p>From the Property Information page, you can access prior Inspection Summary Reports or Investor Reports. To</p>

Feature	Description
	access, click on the Prior Inspection Data link on the Property Information page. Click on the appropriate View Report link to access either the Inspection Summary Report or Investor Report.
	This is where the date of the inspections is entered. The format for the date is MM/DD/YYYY.
	This is where the time of the inspection is entered. A for a.m. and P for p.m.
	This field is where you enter the ID number of the inspector you are scheduling to conduct the inspection. The field can be updated by the system using the checkbox,  button, or by manually entering the inspector ID number.
	Clicking this button schedules or reschedules the inspection based on the information you have entered.
	The Reset button returns all fields to their original state.
	Clicking on Physical Inspection Main Menu link returns you to the Physical Inspection Main Menu page. The Physical Inspection Main Menu page is where you go to perform different tasks.

To schedule or reschedule an inspection schedule:

1. Click on **Schedule Inspection** to view the **Schedule Inspections** query page, in the Function section. Click on a view option in the View section of the page. In this example, *View All Inspections* is selected.

Schedule Inspections

Function		
<input checked="" type="radio"/> Schedule Inspection	<input type="radio"/> View Web Page Report	<input type="radio"/> Create Text Report
View		
<input checked="" type="radio"/> View All Inspections	<input type="radio"/> View Unscheduled Inspections	<input type="radio"/> View Scheduled Inspections
Selection Criteria		
Property:		
City:	<input type="text"/>	
State:	<input type="text"/>	
Zip Code:	<input type="text"/>	
Inspection Schedule Date Range:		
Begin:	<input type="text" value="10/30/2000"/>	End: <input type="text" value="10/30/2000"/>
Scoring Range:	From: <input type="text"/>	To: <input type="text"/> (Last Released Inspection)
Master Scheduler ID:	<input type="text"/>	Select Master Scheduler
Inspector ID:	<input type="text"/>	Select Inspector
Ideal Future Inspection Date:		
Begin:	<input type="text"/>	End: <input type="text"/>
Inspection Number:	From: <input type="text"/>	To: <input type="text"/>
Property ID:	From: <input type="text"/>	To: <input type="text"/>
FHA Number:	<input type="text"/> (No Dashes)	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		
Physical Inspection Main Menu		

2. Enter the search criteria in the appropriate fields, or leave these fields blank.

NOTE: To clear all the fields, click the button.

3. Click the  button. The **Inspections Schedule Report** page displays.

Inspections Schedule Report

5 Record(s) Found
All Inspections

To schedule an Inspection, enter the Inspector's Id and the Inspection date.

You can either enter the Inspector Id into each entry field in the grid, in the following entry box and check all records on the grid that you want to put this ID in, or you can simply enter the Inspector ID in the following entry box and check and click "Apply All" to apply to all the records on this page only. You must click "Submit" in order to send your changes to the database.

[Select Inspector](#)

 View: 1 - 5 of 5

 Select No. of Records to Show:

 Page No:

	FHA No	Property ID	Property Name	City	State	Insp. No.	Insp. Date	Insp. Time	Insp. ID	Last Released Insp.Date	Prior Score	Ideal Future Date
<input type="checkbox"/>	08976745	53668	Lake View	Vienna	VA	22103	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	03/29/2000	67a*	03/28/2003
<input type="checkbox"/>	35567221	800045632	Fair Homes	Washington	DC	2009	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	04/17/2000	91c*	04/17/2003
<input checked="" type="checkbox"/>	08437383	800066666	Skyline	McLean	NY	2000	<input type="text" value="Dec 12 2000"/>	<input type="text" value="P"/>	<input type="text" value="M00884"/>	10/21/1999	79c*	10/21/2000
<input checked="" type="checkbox"/>	08437444	800076767	Charles Smith	Falls Church	NY	2002	<input type="text" value="Dec 18 2000"/>	<input type="text" value="A"/>	<input type="text" value="M00884"/>	09/21/1999	67a*	10/14/2000
<input checked="" type="checkbox"/>	08375383	800806081	Hilltop Apartments	Louisville	KY	2010	<input type="text" value="Dec 15 2000"/>	<input type="text" value="P"/>	<input type="text" value="M00884"/>	10/21/1999	79c*	10/21/2000

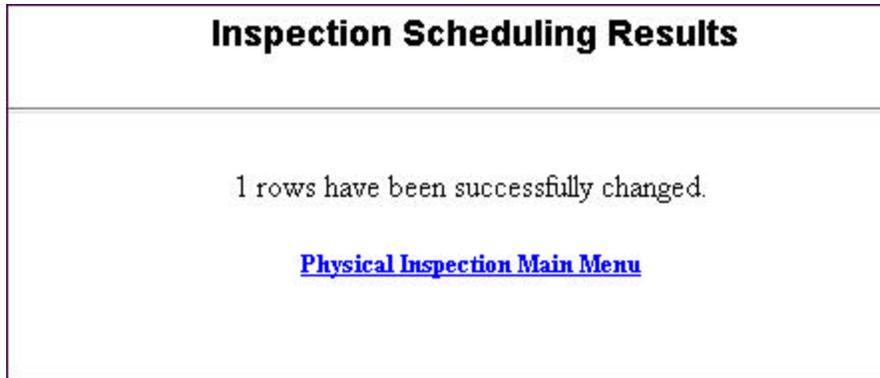
[Physical Inspection Main Menu](#)

NOTE: The complete table may not display on your screen. Use the scroll bars in the table to view all columns and rows.

The **Inspections Schedule Report** page shows basic information for all inspections that match your specified search criteria.

- When the Master Scheduler schedules an inspection the following **three fields must be updated:**
 - *Insp. Date* (Inspection Date) The correct format for the *Insp. Date* field is MM/DD/YYYY
 - *Insp. Time* (Inspection Time) The correct format for the *Insp. Time* field is A for AM and P for PM)
 - *Insp. ID* (Inspector ID number)

- Click on the  button. The **Inspection Scheduling Results** page displays confirming that the update is accepted.



Note: If an inspector is scheduled for more than one inspection on the same date and time, a warning message is displayed to inform the Master Scheduler of the scheduling conflict. However the database is still updated with the scheduled inspection. An example of that message is:



To View Property Information, Inspection Summary Reports or Investor Reports from the Inspections Schedule Report:

Click on the *FHA No* or *Property ID* link to review and update the **Property Information** or to view prior Inspection Summary Reports or Investor Reports. The SKYLINE (800066666) property is shown below.

Skyline			
Property Information			
Property Information		Prior Inspection Data	
Property ID:	800066666	FHA Number:	08437383
Inspection No.:	2000	Building Count:	<input type="text" value="0"/>
Property Name:	<input type="text" value="SKYLINE"/>		
Property Address:			
Street:	<input type="text" value="1592 Skyline ST NW"/>		
	<input type="text"/>		
City:	<input type="text" value="McLean"/>	State:	<input type="text" value="NY"/>
		Zip:	<input type="text" value="20202"/> - <input type="text" value="0000"/>
Phone:	<input type="text" value="(202) 70849"/> <input type="text"/>	Fax:	<input type="text" value="2027084932"/>
Email:	<input type="text"/>		
Management Agent Information:			
Name:	<input type="text"/>		
Organization:	<input type="text" value="STEVEN MANAGEMENT COMPANY, INC."/>		
Street:	<input type="text"/>		
	<input type="text"/>		
City:	<input type="text" value="Rockville"/>	State:	<input type="text" value="MD"/>
		Zip:	<input type="text" value="20603"/> - <input type="text" value="0424"/>
Phone:	<input type="text" value="(703) 4356787"/> ext- <input type="text" value="467"/>	Fax:	<input type="text"/>
Email:	<input type="text" value="stevenmanagement@erols.com"/>		
<input type="button" value="Update Profile"/>		<input type="button" value="Reset"/>	
Physical Inspection Main Menu			

Users can edit all fields on this page to update the property information.

- a. Click in the appropriate field and enter new or revised data.

NOTE: Click on the  button to clear changes, if necessary.

- b. Click on the  button to save the property information in the database. A message page displays confirming your update.

Skyline

Property Information	
Property ID: 800066666	FHA Number: 08437383
Inspection No.: 2000	Building Count: <input type="text" value="0"/>
Property Name: <input type="text" value="SKYLINE"/>	
Property Address:	
Street: <input type="text" value="1592 Skyline ST NW"/>	
<input type="text"/>	
City: <input type="text" value="McLean"/>	State: <input type="text" value="NY"/> Zip: <input type="text" value="20202"/> - <input type="text" value="0000"/>
Phone: <input type="text" value="(202) 70849"/> <input type="text"/>	Fax: <input type="text" value="2027084932"/>
Email: <input type="text"/>	
Management Agent Information:	
Name: <input type="text"/>	
Organization: <input type="text" value="STEVEN MANAGEMENT COMPANY, INC."/>	
Street: <input type="text"/>	
<input type="text"/>	
City: <input type="text" value="Rockville"/>	State: <input type="text" value="MD"/> Zip: <input type="text" value="20603"/> - <input type="text" value="0424"/>
Phone: <input type="text" value="(703) 4356787"/> ext- <input type="text" value="467"/>	Fax: <input type="text"/>
Email: <input type="text" value="stevenmanagement@erols.com"/>	

[Physical Inspection Main Menu](#)

- c. Click on the [Physical Inspection Main Menu](#) to return to the **Physical Inspection Main Menu** page.

Users can access prior Inspection Summary Reports or Investor Reports from the Property Information page.

- a. Click on the [Prior Inspection Data](#) link located at the top of the **Property Information** page.

Property Information

Property Information
[Prior Inspection Data](#)

Property ID: 800066666 FHA Number: 08437383
 Inspection No.: 2000 Building Count: 0

Property Name: SKYLINE

Property Address:

Street: 1502 Skyline ST NG

City: McLean State: NY Zip: 20202 - 0000

Phone: (202) 70049 Fax: 202 7004902

Email:

Management Agent Information:

Name:

Organization: STEVEN MANAGEMENT COMPANY, INC.

Street:

City: Rockville State: MD Zip: 20853 - 0424

Phone: (703) 4356787 ext-487 Fax:

Email: stevenmanagement@ecoliz.com

[Physical Inspection Main Menu](#)

The **Prior Inspection Information** page displays.

SKYLINE

(FHA NO: 08437383 Property ID: 800066666)

Prior Inspection Information

[Property Information](#)
Prior Inspection Data

Insp. No.	Insp. Date	Insp. ID	Insp. Name	Score	Inspection Report	Investor Report
1536	02/14/2000	M56342	Murthy Krishna	71b	View Report	View Report
1202	09/01/1999	M00002	Steven Martino	74b	View Report	View Report

[Physical Inspection Main Menu](#)

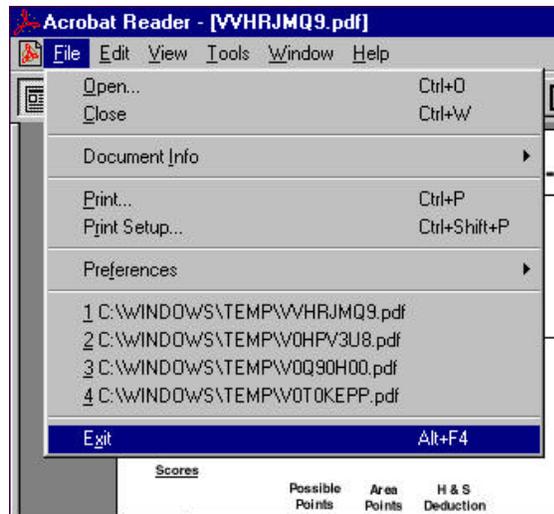
- b. Click on the View Report. link of the property you want to view, and the Inspection Summary Report for that property displays in a PDF format. (See Appendix A for an example of an Inspection Summary Report)

OR

- c. Click on the View Report. link of the property you want to view, and the Investors Report for that property displays in a PDF format. (See Appendix B for an example of the Investor Report)

To close the PDF:

Click File on the Menu bar and select Exit to close the PFD and return to the **Prior Inspection Information** page.



- d. Click on the [Property Information](#) link to return to the **Property Information** page, or click on the [Physical Inspection Main Menu](#) link return to **Physical Inspections Main Menu** page and continue working.

View Web Page Report Option

The **View Web Page Report** option allows users to view or print the **Inspections Schedule Report** page. This is a view only page, no inspections can be scheduled or rescheduled. Use the scroll bar to view all the columns, if necessary.

Inspections Schedule Report

5 Record(s) Found
All Inspections

To schedule an Inspection, enter the Inspector's Id and the Inspection date.

You can either enter the Inspector Id into each entry field in the grid, in the following entry box and check all records on the grid that you want to put this ID in, or you can simply enter the Inspector ID in the following entry box and check and click "Apply All" to apply to all the records on this page only. You must click "Submit" in order to send your changes to the database.

Select Inspector

View: 1 - 5 of 5

Select No. of Records to Show:

Page No:

FHA No	Property ID	Property Name	City	State	Insp. No.	Insp. Date	Insp. Time	Insp. ID	Last Released Insp.Date	Prior Score	Ideal Future Date
08976745	53668	Lake View	Vienna	VA	22103				03/29/2000	67a*	03/28/2003
35567221	800045632	Fair Homes	Washington	DC	2009				04/17/2000	91c*	04/17/2003
08437383	800066666	Skyline	McLean	NY	2000	Dec 12 2000	P	H00884	10/21/1999	79c*	10/21/2000
08437444	800076767	Charles Smith	Falls Church	NY	2002	Dec 18 2000	A	H00884	09/21/1999	67a*	10/14/2000
08375383	800806081	Hilltop Apartments	Louisville	KY	2010	Dec 15 2000	P	H00884	10/21/1999	79c*	10/21/2000

[Physical Inspection Main Menu](#)

To view the Web Page Report:

1. Click on the **View Web Page Report** button from the **Schedule Inspections** page, in the *Function* section of the page.

Schedule Inspections

Function

Schedule Inspection **View Web Page Report** Create Text Report

View

View All Inspections View Unscheduled Inspections View Scheduled Inspections

Selection Criteria

Property:

City:

State:

Zip Code:

Inspection Schedule Date Range:

Begin: End:

Scoring Range: From: To: (Last Released Inspection)

Master Scheduler ID: [Select Master Scheduler](#)

Inspector ID: [Select Inspector](#)

Ideal Future Inspection Date:

Begin: End:

Inspection Number: From: To:

Property ID: From: To:

FHA Number: (No Dashes)

[Physical Inspection Main Menu](#)

2. Click on the **View All Inspections**, **View Unscheduled Inspections**, or **View Scheduled Inspections** button in the *View* section.
3. Enter, if necessary, the appropriate fields in the *Selection Criteria* section of the page.

4. Click on the button. The **Inspections Schedule Report** page displays with the inspection information matching the submitted criteria.

Inspections Schedule Report

5 Record(s) Found
All Inspections

To schedule an Inspection, enter the Inspector's Id and the Inspection date.

You can either enter the Inspector Id into each entry field in the grid, in the following entry box and check all records on the grid that you want to put this ID in, or you can simply enter the Inspector ID in the following entry box and check and click "Apply All" to apply to all the records on this page only. You must click "Submit" in order to send your changes to the database.

Select Inspector View: 1 - 5 of 5 Select No. of Records to Show: Page No:

FHA No	Property ID	Property Name	City	State	Insp. No.	Insp. Date	Insp. Time	Insp. ID	Last Released Insp.Date	Prior Score	Ideal Future Date
08976745	53668	Lake View	Vienna	VA	22103				03/29/2000	67a*	03/28/2003
35567221	800045632	Fair Homes	Washington	DC	2009				04/17/2000	91c*	04/17/2003
08437383	800066666	Skyline	McLean	NY	2000	Dec 12 2000	P	H00884	10/21/1999	79c*	10/21/2000
08437444	800076767	Charles Smith	Falls Church	NY	2002	Dec 18 2000	A	H00884	09/21/1999	67a*	10/14/2000
08375383	800806081	Hilltop Apartments	Louisville	KY	2010	Dec 15 2000	P	H00884	10/21/1999	79c*	10/21/2000

[Physical Inspection Main Menu](#)

To View Property Information, Inspection Summary Reports or Investor Reports from the Inspections Schedule Report:

Click on the *PHA No* or *Property ID* link to review and update the **Property Information** page, or to view prior Inspection Summary Reports or Investor Reports. The SKYLINE (800066666) property page is shown below.

Skyline

Property Information			
Property Information	Prior Inspection Data		
Property ID: 800066666	FHA Number: 08437383		
Inspection No.: 2000	Building Count: <input style="width: 50px;" type="text" value="0"/>		
Property Name: <input style="width: 90%;" type="text" value="SKYLINE"/>			
Property Address:			
Street: <input style="width: 95%;" type="text" value="1592 Skyline ST NW"/>			
<input style="width: 95%;" type="text"/>			
City: <input style="width: 150px;" type="text" value="McLean"/>	State: <input style="width: 30px;" type="text" value="NY"/>	Zip: <input style="width: 50px;" type="text" value="20202"/>	<input style="width: 50px;" type="text" value="0000"/>
Phone: <input style="width: 60px;" type="text" value="(202) 70849"/>	Fax: <input style="width: 80px;" type="text" value="2027084932"/>		
Email: <input style="width: 150px;" type="text"/>			
Management Agent Information:			
Name: <input style="width: 150px;" type="text"/>			
Organization: <input style="width: 95%;" type="text" value="STEVEN MANAGEMENT COMPANY, INC."/>			
Street: <input style="width: 95%;" type="text"/>			
<input style="width: 95%;" type="text"/>			
City: <input style="width: 150px;" type="text" value="Rockville"/>	State: <input style="width: 30px;" type="text" value="MD"/>	Zip: <input style="width: 50px;" type="text" value="20603"/>	<input style="width: 50px;" type="text" value="0424"/>
Phone: <input style="width: 60px;" type="text" value="(703) 4356787"/>	ext- <input style="width: 30px;" type="text" value="467"/>	Fax: <input style="width: 80px;" type="text"/>	
Email: <input style="width: 95%;" type="text" value="stevenmanagement@erols.com"/>			
<input type="button" value="Update Profile"/>		<input type="button" value="Reset"/>	
Physical Inspection Main Menu			

Users can edit all fields on this page to update the property information.

- a. Click in the appropriate field and enter new or revised data.

NOTE: Click on the  button to clear changes, if necessary.

- b. Click on the  button to save the property information in the database. A message page displays confirming your update.

Update Profile

The Profile update was successful.

[Physical Inspection Main Menu](#)

- c. Click on the [Physical Inspection Main Menu](#) to return to the **Physical Inspection Main Menu** page.

Users can access prior Inspection Summary Reports or Investor Reports from the Property Information page.

- a. Click on the [Prior Inspection Data](#) link. The **Prior Inspection Information** page displays.

SKYLINE

(FHA NO: 08437383 Property ID: 800066666)

Prior Inspection Information						
Property Information				Prior Inspection Data		
Insp. No.	Insp. Date	Insp. ID	Insp. Name	Score	Inspection Report	Investor Report
1536	02/14/2000	M56342	Murthy Krishna	71b	View Report	View Report
1202	09/01/1999	M00002	Steven Martino	74b	View Report	View Report

[Physical Inspection Main Menu](#)

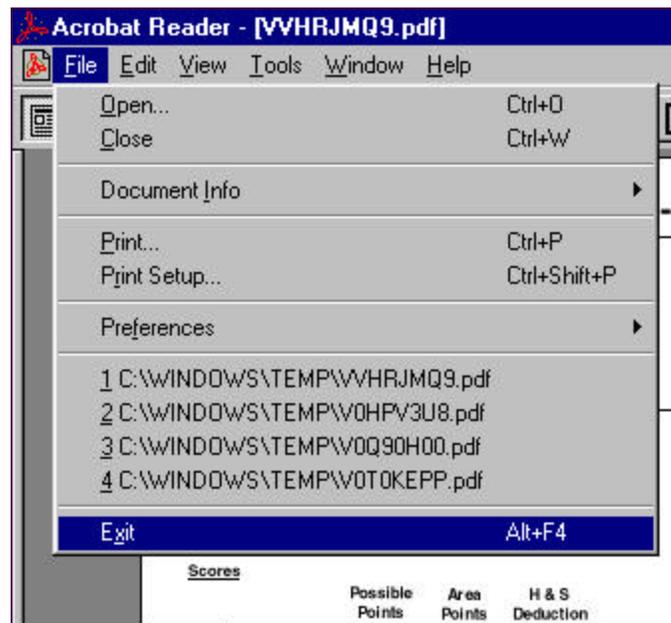
- b. Click on the [View Report](#) link of the property you want to view, and the Inspection Summary Report for that property displays in a PDF format. (See Appendix A for an example of an Inspection Summary Report)

OR

- c. Click on the [View Report](#) link of the property you want to view, and the Investors Report for that property displays in a PDF format. (See Appendix B for an example of the Investor Report)

To close the PDF:

Click File on the Menu bar and select Exit to close the PFD and return to the **Prior Inspection Information** page.



- d. Click on the [Property Information](#) link to return to the **Property Information** page or click on the [Physical Inspection Main Menu](#) link return to **Physical Inspections Main Menu** page and continue working.

Property Information Page

Users can access the **Property Profile** page through the *FHA No.* and *Property ID* fields located on the **Inspections Schedule Report** page. The **Property Profile** page shows basic property and the owner details currently available in REAC's Scheduling database. Users can edit fields on the **Property Profile** page. From this page users can access prior Inspection Summary Reports or Investor Reports. To ensure the integrity of the data, updates to the **Property Profile** page should be performed before the inspection is downloaded.

The **SKYLINE (800066666)** page is shown below as an example.

Skyline

Property Information			
Property Information	Prior Inspection Data		
Property ID: 800066666	FHA Number: 08437383		
Inspection No.: 2000	Building Count: <input style="width: 100px;" type="text" value="0"/>		
Property Name: <input style="width: 90%;" type="text" value="SKYLINE"/>			
Property Address:			
Street: <input style="width: 90%;" type="text" value="1592 Skyline ST NW"/>			
<input style="width: 90%;" type="text"/>			
City: <input style="width: 150px;" type="text" value="McLean"/>	State: <input style="width: 30px;" type="text" value="NY"/>	Zip: <input style="width: 40px;" type="text" value="20202"/> - <input style="width: 40px;" type="text" value="0000"/>	
Phone: <input style="width: 100px;" type="text" value="(202) 70849"/>	Fax: <input style="width: 100px;" type="text" value="202 708 4932"/>		
Email: <input style="width: 150px;" type="text"/>			
Management Agent Information:			
Name: <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/>			
Organization: <input style="width: 90%;" type="text" value="STEVEN MANAGEMENT COMPANY, INC."/>			
Street: <input style="width: 90%;" type="text"/>			
<input style="width: 90%;" type="text"/>			
City: <input style="width: 150px;" type="text" value="Rockville"/>	State: <input style="width: 30px;" type="text" value="MD"/>	Zip: <input style="width: 40px;" type="text" value="20603"/> - <input style="width: 40px;" type="text" value="0424"/>	
Phone: <input style="width: 100px;" type="text" value="(703) 4356787"/> ext- <input style="width: 30px;" type="text" value="467"/>	Fax: <input style="width: 100px;" type="text"/>		
Email: <input style="width: 90%;" type="text" value="stevenmanagement@erols.com"/>			
<input type="button" value="Update Profile"/>		<input type="button" value="Reset"/>	
Physical Inspection Main Menu			

To View Property Information, Inspection Summary Reports or Investor Reports from the Inspection Schedule Report:

Click on a FHA No. or Property ID link (e.g., Property ID [8000666666](#)) on the **Inspections Schedule Report** page.

Inspections Schedule Report

5 Record(s) Found
All Inspections

To schedule an Inspection, enter the Inspector's Id and the Inspection date.

You can either enter the Inspector Id into each entry field in the grid, in the following entry box and check all records on the grid that you want to put this ID in, or you can simply enter the Inspector ID in the following entry box and check and click "Apply All" to apply to all the records on this page only. You must click "Submit" in order to send your changes to the database.

View: 1 - 5 of 5 | Next | Select No. of Records to Show: 25 | Page No: 1

FHA No	Property ID	Property Name	City	State	Insp. No.	Insp. Date	Insp. Time	Insp. ID	Last Release d Insp. Date	Prior Score	Ideal Future Date
08276745	2868	Lake View	Vienna	VA	2203				03/29/2000	67a*	03/28/2003
5556721	300045032	Fair Horses	Washington	DC	2009				04/17/2000	91c*	04/17/2003
08437383	800066666	Skyline	McLean	NY	2000	Dec 13 2000	P	H00384	10/21/1999	79c*	10/21/2000
08437444	300070707	Charles South	Falls Church	NY	2002	Dec 13 2000	A	H00384	09/21/1999	67a*	10/14/2000
0875383	300204001	Hilltop Apartments	Louisville	KY	2010	Dec 13 2000	P	H00384	10/21/1999	79c*	10/21/2000

[Physical Inspection Main Menu](#)

The **Property Page** displays. In this example, it is the **SKYLINE (8000666666)** page.

Skyline

Property Information

Property Information	Prior Inspection Data
Property ID: 800066666	FHA Number: 08437383
Inspection No.: 2000	Building Count: <input type="text" value="0"/>
Property Name: <input type="text" value="SKYLINE"/>	
Property Address:	
Street: <input type="text" value="1592 Skyline ST NW"/>	
<input type="text"/>	
City: <input type="text" value="McLean"/>	State: <input type="text" value="NY"/> Zip: <input type="text" value="20202"/> <input type="text" value="0000"/>
Phone: <input type="text" value="(202) 70840"/> <input type="text"/>	Fax: <input type="text" value="202 7084032"/>
Email: <input type="text"/>	
Management Agent Information:	
Name: <input type="text"/>	
Organization: <input type="text" value="STEVEN MANAGEMENT COMPANY, INC."/>	
Street: <input type="text"/>	
<input type="text"/>	
City: <input type="text" value="Rockville"/>	State: <input type="text" value="MD"/> Zip: <input type="text" value="20803"/> <input type="text" value="0424"/>
Phone: <input type="text" value="(703) 4356787"/> ext. <input type="text" value="467"/>	Fax: <input type="text"/>
Email: <input type="text" value="stevenmanagement@erols.com"/>	

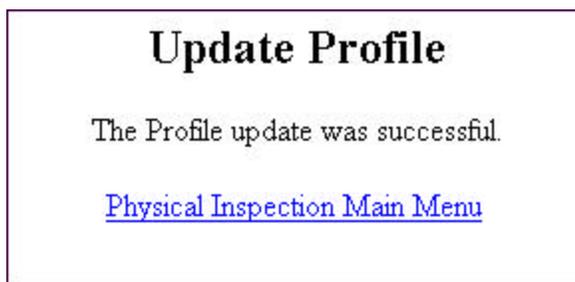
[Physical Inspection Main Menu](#)

Users can edit all fields on this page to update the property information.

- a. Click in the appropriate field and enter new or revised data.

NOTE: Click on the  button to clear changes, if necessary.

- b. Click on the  button to save the property information in the database. A message page displays confirming your update.



- c. Click on the Physical Inspection Main Menu to return to the **Physical Inspection Main Menu** page.

Users can access a prior Inspection Summary Report or Investor Report from the Property Information page.

SKYLINE						
(FHA NO: 08437383 Property ID: 800066666)						
Prior Inspection Information						
<u>Property Information</u>				Prior Inspection Data		
Insp. No.	Insp. Date	Insp. ID	Insp. Name	Score	Inspection Report	Investor Report
1536	02/14/2000	M56342	Murthy Krishna	71b	View Report	View Report
1202	09/01/1999	M00002	Steven Martino	74b	View Report	View Report
Physical Inspection Main Menu						

- a. Click on the Prior Inspection Data link. The **Prior Inspection Information** page displays.

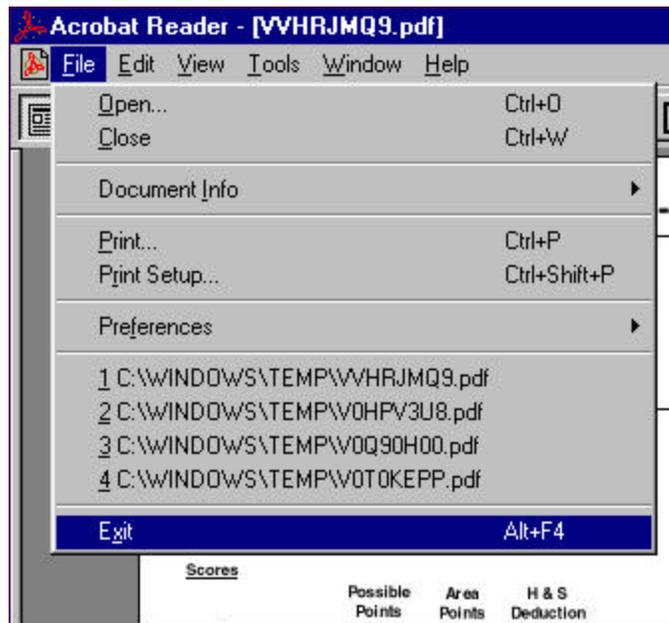
- b. Click on the View Report. link of the property you want to view, and the Inspection Summary Report for that property displays in a PDF format. (See Appendix A for an example of an Inspection Summary Report)

OR

- c. Click on the View Report. link of the property you want to view, and the Investors Report for that property displays in a PDF format. (See Appendix B for an example of the Investor Report)

To close the PDF:

Click File on the Menu bar and select Exit to close the PFD and return to the **Prior Inspection Information** page.



- d. Click on the [Property Information](#) link to return to the Property Information page, or click on the [Physical Inspection Main Menu](#) link return to Physical Inspections Main Menu page and continue working.

Create Text Report Option

The Create Text Report option allows users to download inspection schedule, inspection property and inspection participant information to their own computers. Once the information is modified, it is sent back to REAC using the Bulk Upload Process.

NOTE: This function should only be used if large volumes of records need to be updated.

Inspections Schedule Report

(All Inspections)
5 Record(s) Found

Cut the text between the horizontal lines and paste it in a Notepad file. Then use Excel to open that file (use tab and semicolon as delimiters).

```

FHA_Number;Property_Id;Prop_Name;City;State;Inspection_Id.;Insp_Date;Insp_Time;Inspector_ID;Last_Released_ Insp. Date;Prior Score;Ideal Future Date
08976745;53668;Lake View;Vienna,VA;22103;;;03/29/2000;67a*;03/28/2003;^
35567221;800045632;Far Homes;Washington,DC;2009;;;04/17/2000;91c*;04/17/2003;^
08437383;800066666;Skyline;McLean,NY;2000;Dec122000;P;H00884;10/21/1999;79c*;10/21/2000;^
08437444;800076767;Charles Smith;Falls Church,NY;2002;Dec182000;A;H00884;09/21/1999;67a*;10/14/2000;^
08375383;800006081;HdopApartments;Louisville,KY;2010;Dec152000;P;H00884;10/21/1999;79c*;10/21/2000;^
    
```

[Physical Inspection Main Menu](#)

To create a text report:

1. Click on the **Create Text Report** button in the *Function* section of the **Schedule Inspections** page.

Schedule Inspections

Function

Schedule Inspection
 View Web Page Report
 Create Text Report

View

View All Inspections
 View Unscheduled Inspections
 View Scheduled Inspections

Selection Criteria

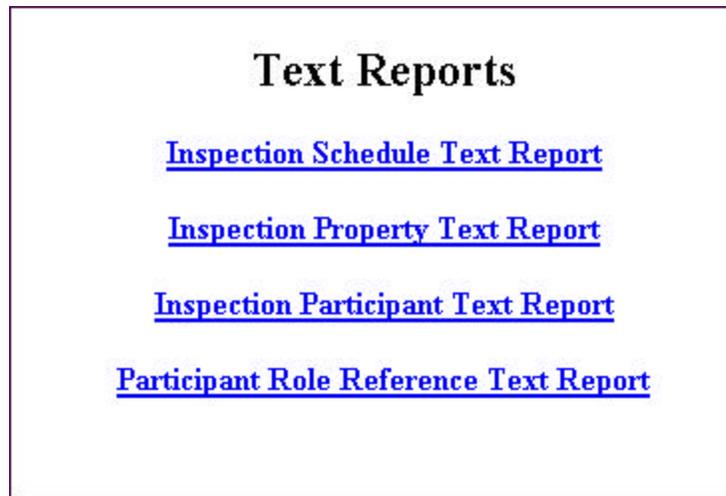
Property:

City:

State:

Zip Code:

2. Click on the **View All Inspections**, **View Unscheduled Inspections** or **View Scheduled Inspections** button in the *View* section.
3. Update, if necessary, the appropriate fields in the *Selection Criteria* section of the page.
4. Click on the button. The **Text Reports** page displays:

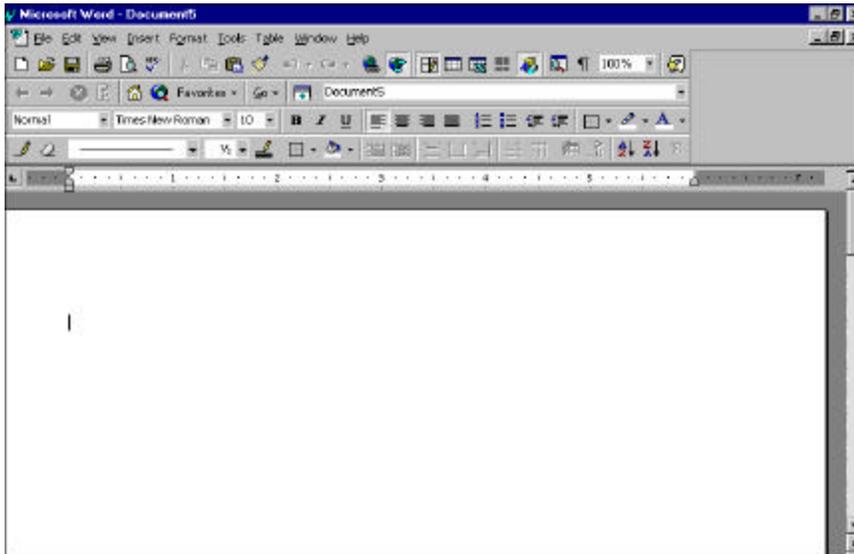


5. Select the link of the information to download. In the example below, **Inspection Schedule Text Report** is selected.



6. Highlight the text.
7. Copy the text by depressing the CTRL and C keys, or selecting the copy command in the Edit menu.

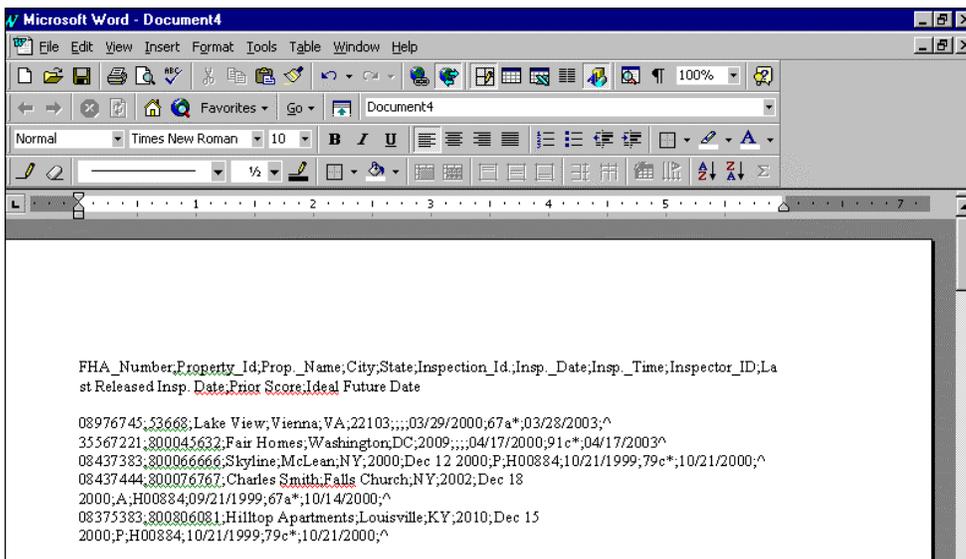
8. Open the Microsoft Word application. A blank Microsoft Word page displays.



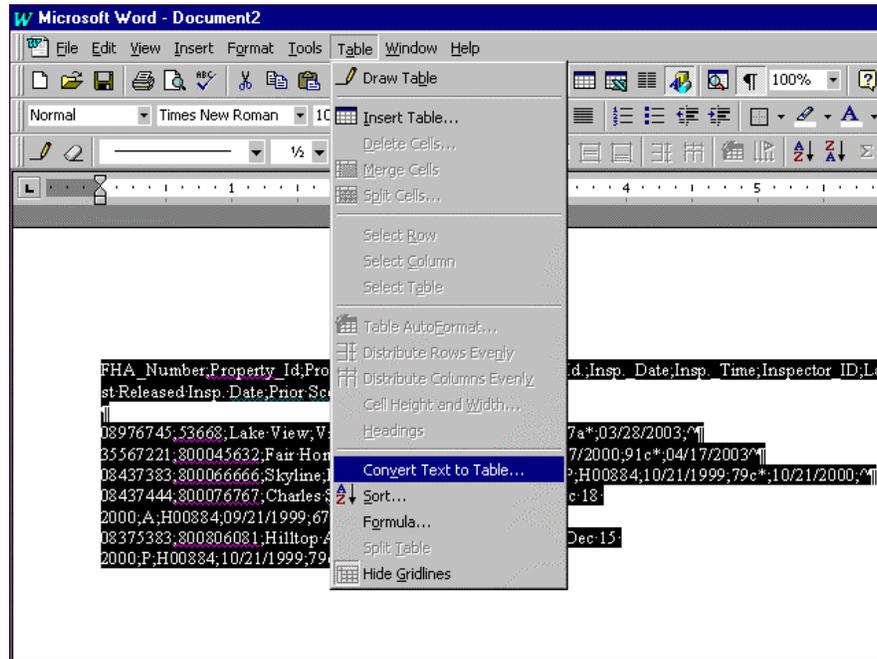
Note: To ensure that the information is placed in the Word document properly, take the following steps:

- Click on File, then Page Setup
- Click on the Margin tab, change the Top, Bottom, Left, and Right margins to 0
- Click on the Paper Size tab and change the Orientation to Landscape
- Click on the button.
- Change the font style to Arial, the font size to 8.

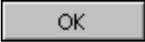
9. Paste the highlighted text into the page by depressing the CTRL and V keys or select the Paste command in the Edit menu.

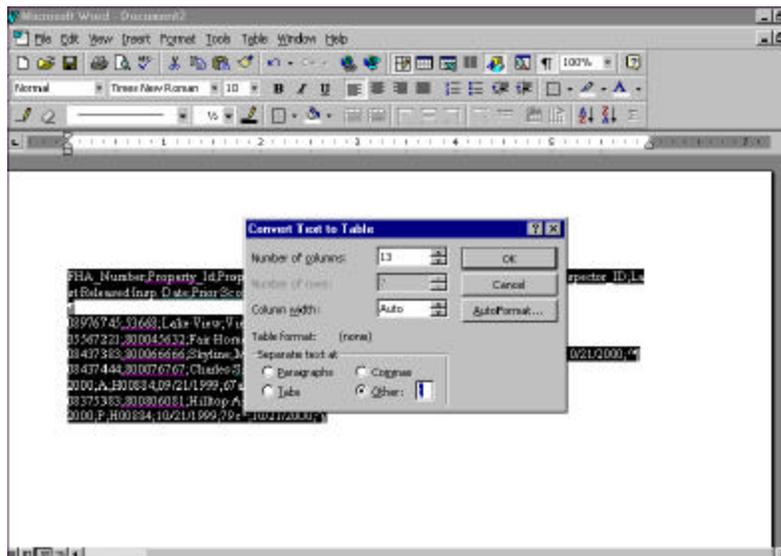


10. Highlight all of your text using your mouse, then click on Table in the Menu Bar and select Convert Text to Table.



The Convert Text to Table window displays.

11. Click on the Other (semi colon ;) radio button to separate text, then click on the  button.



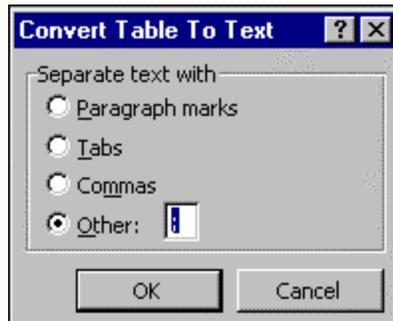
The data is formatted into a table. Update the inspection schedule information as needed.

FHA Number	Property Id	Prop. Name	City	State	Inspection Id	Insp. Date	Insp. Time	Inspector ID	Last Released Insp. Date	Prior Score	Ideal Future Date
08976745	53668	Lake View	Vienna	VA	22103				03/29/2000	67a	03/28/2003
35567221	800045632	Fair Homes	Washington	DC	2009				04/17/2000	91c	04/17/2003
08437383	800066666	Skyline	McLean	NY	2000	Dec 12 2000	P	H00884	10/21/1999	79c	10/21/2000
08437444	800076767	Charles Smiths	Falls Church	NY	2002	Dec 18 2000	A	H00884	09/21/1999	67a	10/14/2000
08375383	800806081	Hilltop Apartments	Louisville	KY	2010	Dec 15 2000	P	H00884	10/21/1999	79c	10/21/2000

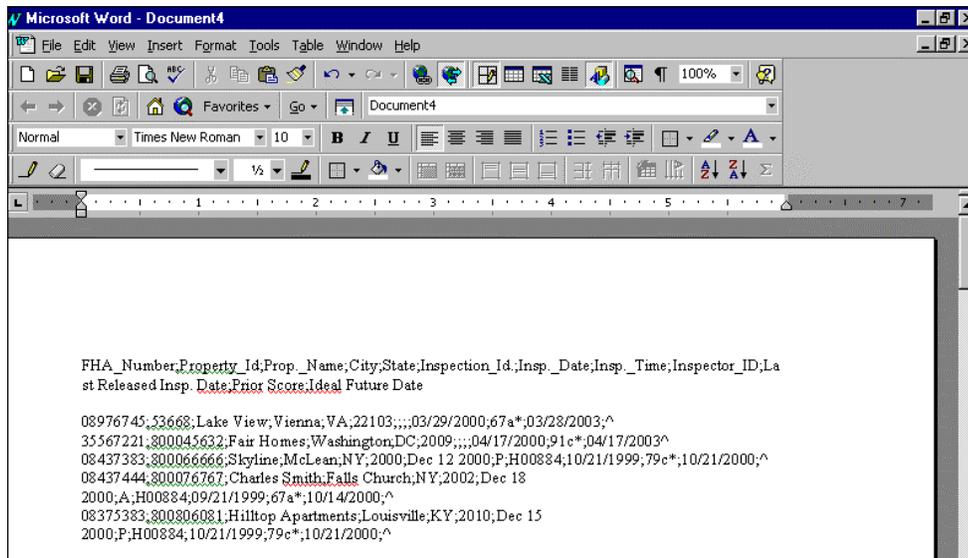
After the data has been updated, convert the table back to text.

- Highlight the table by using your mouse, then click on Table in the Menu Bar and select Convert Table to Text.

- Click on the Other radio button (semi colon) and click on the  button.



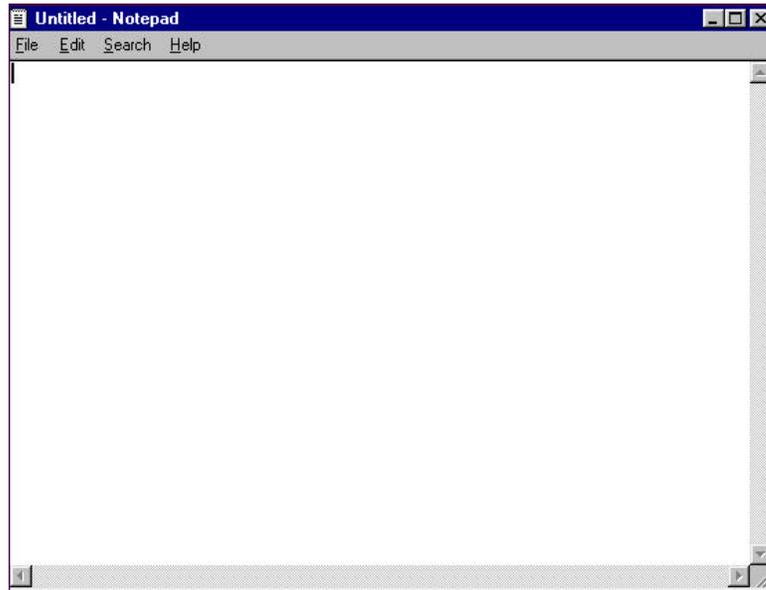
The table is converted back to text.



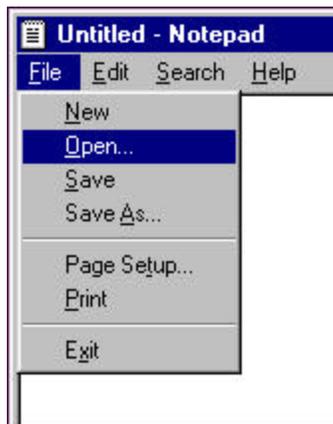
- Save the file as a text file to later use for the bulk upload process. The file must have a .TXT extension.

NOTE: Whenever a Word document is saved as a .txt file, a blank row is placed after the last row of data. This blank row must be removed from the txt file before it is used in the Bulk Upload process. Complete steps 15 – 21 to remove the blank row.

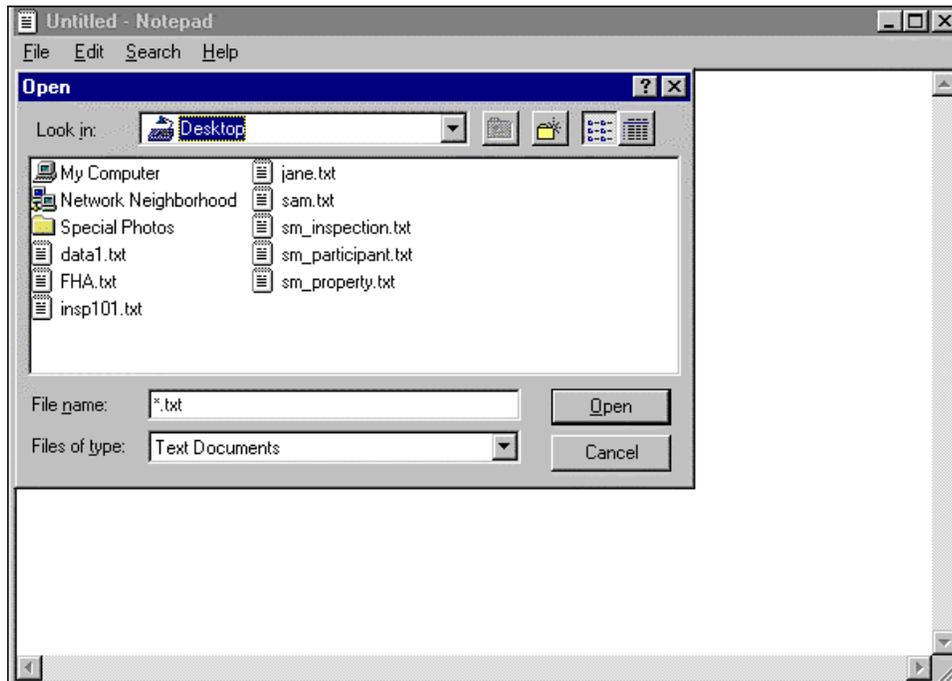
15. Click on the Start button on your desktop. Select Programs, then Accessories and finally Notepad. The **Untitled – Notepad** page displays.



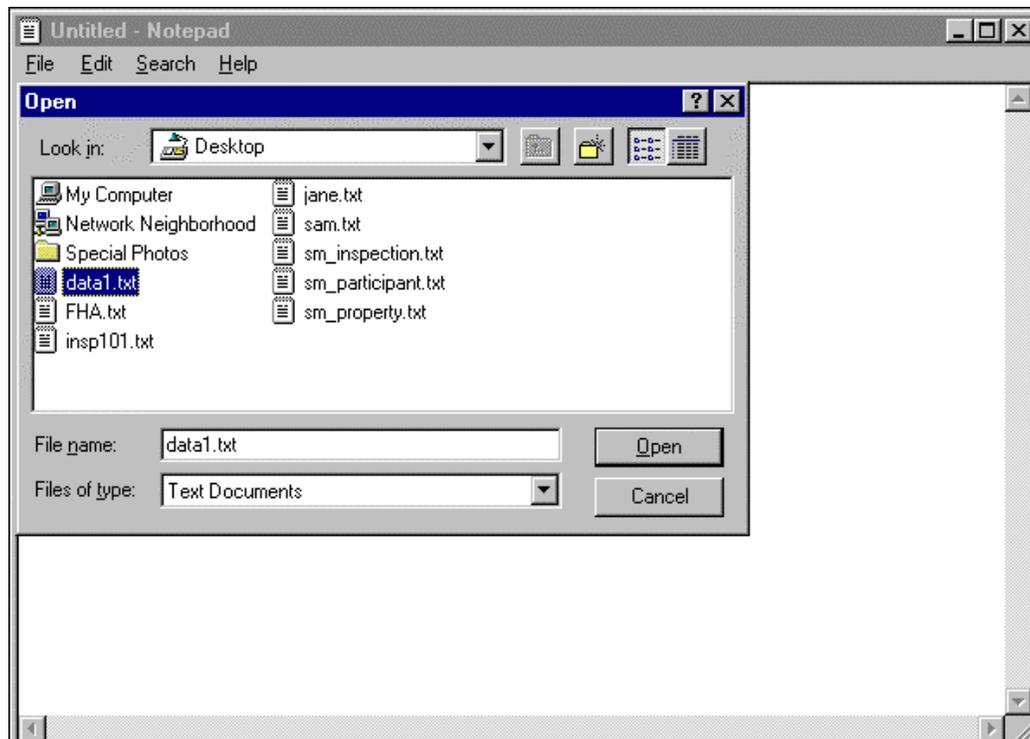
16. Click on File in the toolbar menu and select Open.



The **Open** window displays.

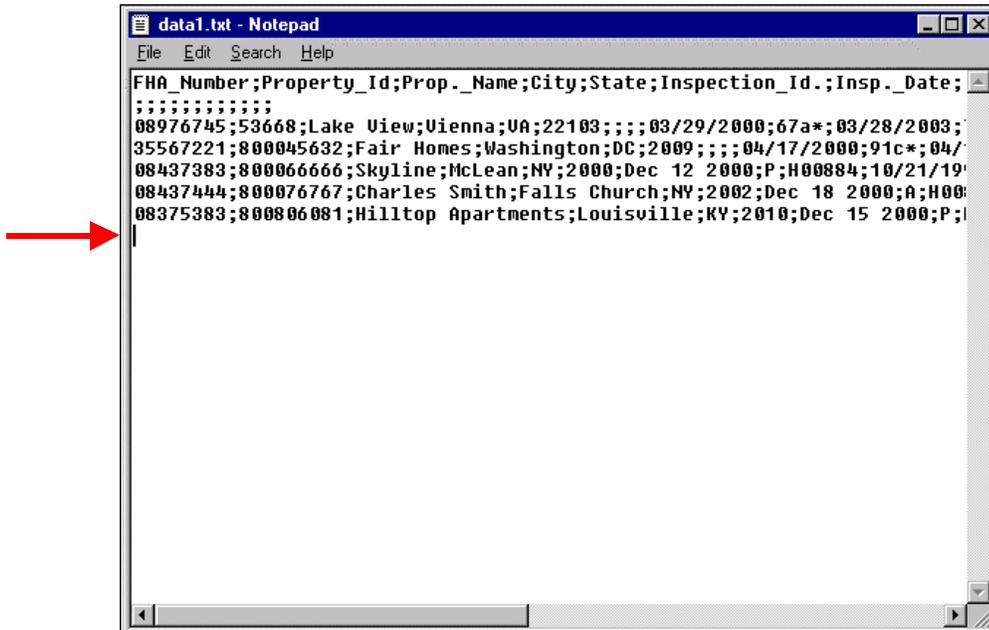


17. Click on the *Look in:* drop-down arrow and select the location where the txt file is stored. Once located, click twice on the file and the File Name field is updated with the name of the txt file. Click on the Open button.

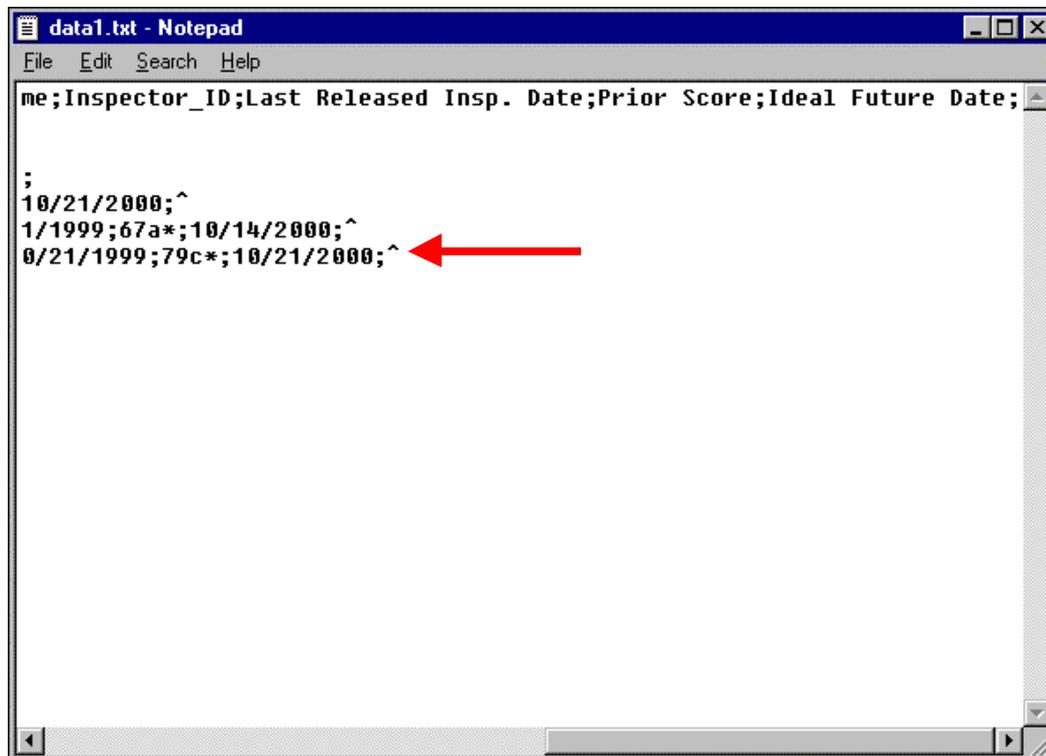


The .txt file displays in Notepad.

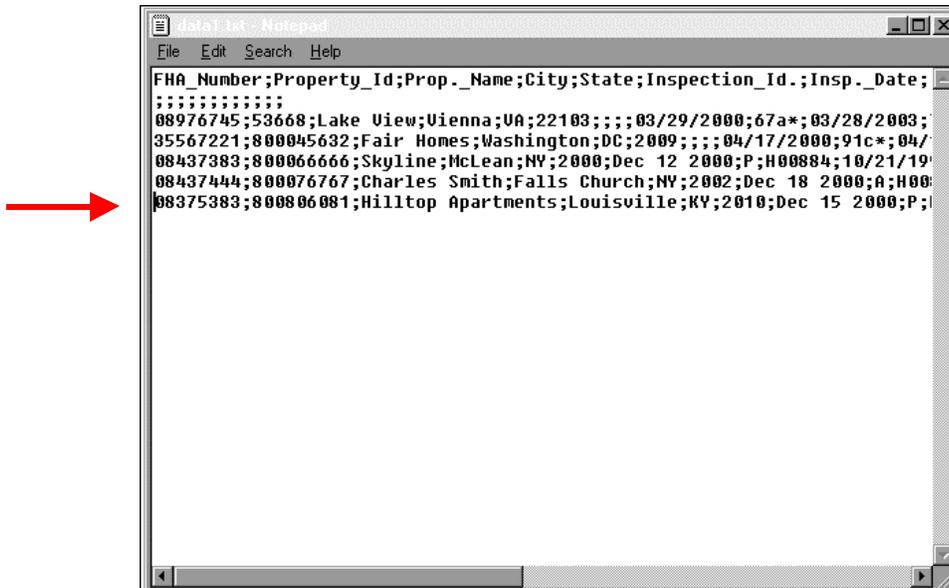
NOTE: Notice the blank row after the last row of data.



18. Move your cursor to the end of the late row and click on the Delete button.

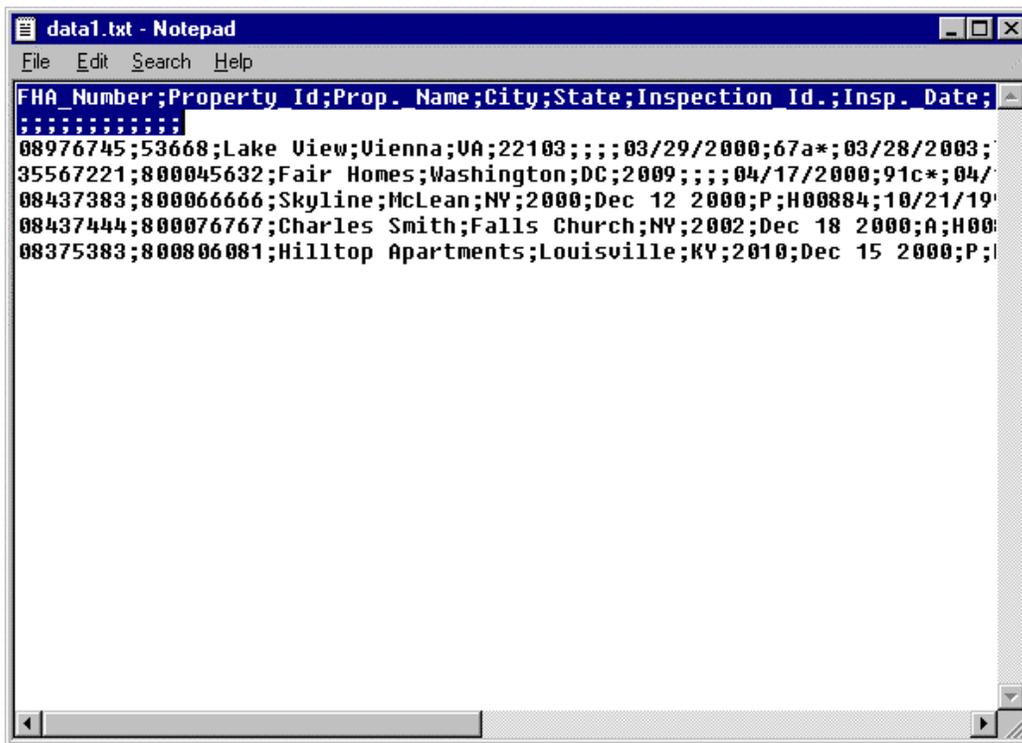


19. Move your cursor (using the scroll bar) back to left. The cursor cannot move below the last row of data because the blank row has been deleted.

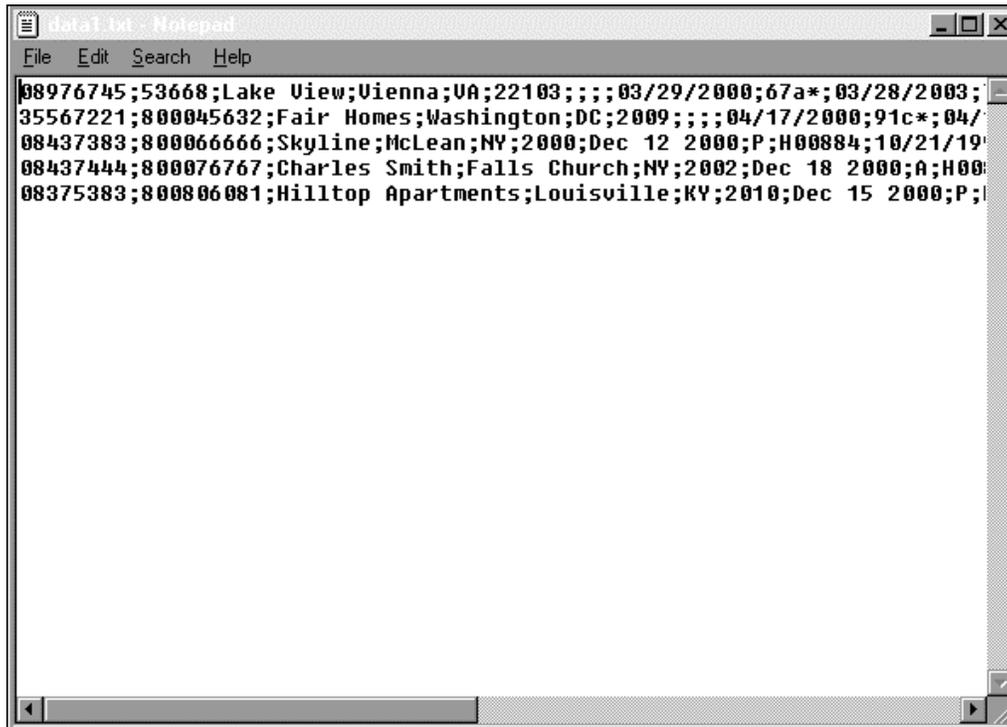


NOTE: Before this text file can be used in the Bulk Upload Process the row with column titles (FHA Number, Property ID, etc.) and the blank row must be deleted.

20. Highlight and delete the first two rows of the notepad.



The page re-displays and the two rows are deleted.

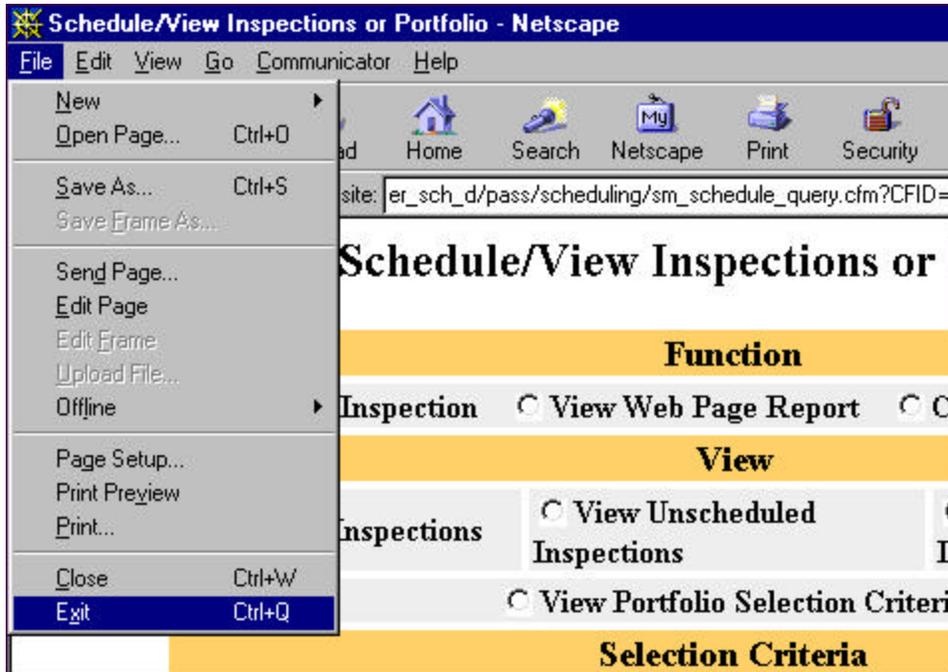


21. Save the file as a txt file.

NOTE: The file is now ready for the Bulk Upload Process.

Exiting Scheduling

Users can exit Servicing Mortgagee Scheduling at any time. To exit the system, click on the Menu bar of your browser and select *File* and the *Close*.



Bulk Upload Option

The Bulk File Upload option allows the Master Scheduler to upload inspection schedule, inspection property, and inspection participant data to the Scheduling database. The data must be saved as a text file, with a ".txt" extension.

In addition, the data must be in the correct order with each entry separated by semicolons.

The correct order for inspection schedule information is:

- FHA Number - The FHA identification number
- Property Id - The property identification number
- Property Name - The property name to be inspected
- City - The city where the property of the inspection is located
- State - The State where the property of the inspection is located
- Inspection Id - The inspection number
- Inspection Date - The inspection date (mm/dd/yyyy)
- Inspection Time - An uppercase "A" indicates a.m. and "P" indicates p.m.
- Inspector Id - The inspector identification number
- Last Released Insp. Date - The date of the last released inspection
- Prior Score - The score of the last inspection of that property
- Ideal Future Inspection - A theoretical future date based on the score

The following is an example of a bulk upload data file for inspection schedule information:

```
643OH001;800001017;TheTorains;Karry;OH;51001;05/05/1999;P;M29999;04/05/1999;82;04/05/2001^
643VA002;800020029;The Oakwoods;Warrenton;VA;51002;05/05/1999;A;M29550;05/05/1999;35; 05/05/2000^
543VA003;800300056;Woodlake;Richmond;VA;51003;05/05/1999;P;M29313;05/05/1999;50; 05/05/1999^
741CA001;804000084;The Sandals;Berklake;CA;51004;05/05/1999;A;M39513;05/05/1999;90; 05/05/2002^
695CA002;800000186;The Commons;San Polo;CA;51005;05/05/1999;P;M29777;05/05/1999;65; 05/05/2001^
```

The correct order for Inspection Property Information:

- FHA Number - The FHA number
- Inspection Id - The inspection number
- Property Id - The property identification number
- Property Name - The property name to be inspected
- Building Total - Total number of buildings for the property
- Dwelling Total - Total number of dwelling units for the property
- Organization Id - The organization identification number
- Street Line 1 - Street address line 1 for the property
- Street Line 2 - Street address line 2 for the property
- City Name - Name of the city for the property
- State Code - State code for the property
- Zip5 - Five digit of the zip code for the property
- Zip4 - Four digit of the zip code for the property
- Building Number - The number to identify the building for the property.
- Role Name - The name of the participant for the property

- Phone Number - The telephone number of the property
- Fax Phone Number - The fax number of the property
- Phone Extension - The telephone number extension for the property
- Email Address - email address for the property
- Program Type - The type of the financial programs of the property
- Scattered Ind - An indicator if the property has scattered sites

The following is an example of a bulk upload data file for inspection property information:

```
99998;1803564968;Granna Apartments;3;18;C-OPC-31451;5;96;Street  
4;;Washington;VA;20001;4004;0;Management Agent;2025155555;2025651562;5211;tmail@hotmail.com;;;N*  
99999;1803564969;Redlight House;1;5;C-OPC-22220;4;96;Markam St;;Washington;VA;20001;4004;0;Management  
Agent;2023334533;2023333333;2222;redlight@aol.com;;;N*
```

The correct order for Inspection Participant information:

- Inspection Id - The inspection number
- Role Id - An identifier to identify different participants
- Participant Id - The participant identification number
- Organization Name - The name of the organization
- Last Name - The last name of the participant
- First Name - The first name of the participant
- Middle Name - The middle initial of the participant

The following is an example of a bulk upload data file for inspection participant information:

```
99997;0;12345;Doe;John;M;*  
99998;1;12346;Doe;David;F;*  
99999;2;12347;Doe;Mike;H;*
```

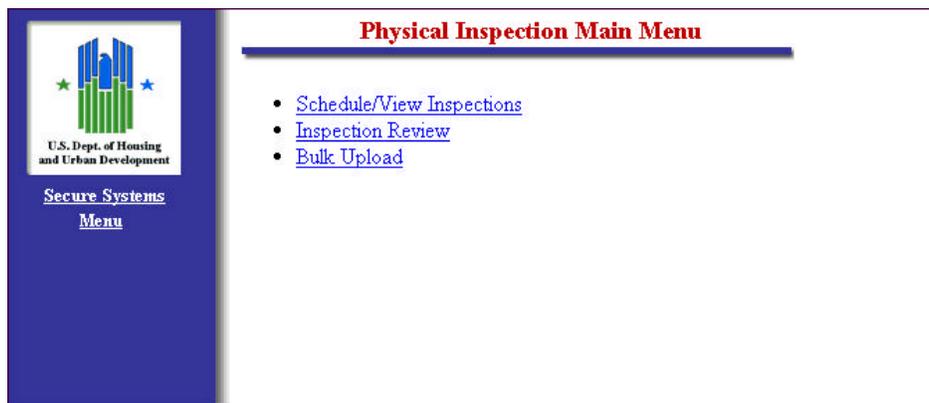
Helpful Hints

- There must be a caret (^) at the end of each row to ensure the Schedule Inspection data is properly updated.
- There must be an asterisk (*) at the end of each row to ensure the Inspection Property and Inspection Participant data is properly updated. There cannot be an asterisk (*) within the row of data, only at the end of the row.
- If a field contains a semicolon, example (Woodside Villa; Inc), the semicolon must be deleted from the field.

- When a Word document is saved as a .txt file, a blank row is inserted at the end of the .txt file. The blank row must be deleted before the data is loaded to the Database to prevent an error.

To access the Bulk Upload function:

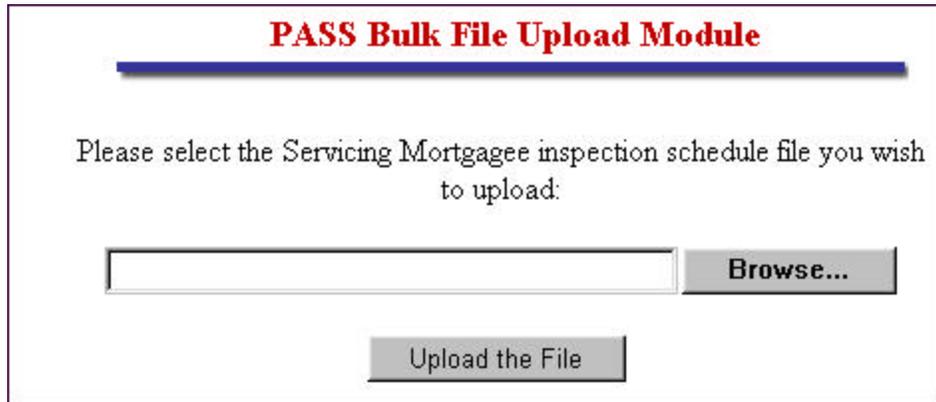
1. Click on the Bulk Upload link from the **Physical Inspection Main Menu** page.



The **PASS Bulk File Upload Module** page displays:

Master Scheduler	
If you are the....	Schedule Inspections Query Page Displays
Master Scheduler for only one Servicing Mortgagee organization, the Pass Bulk File Upload Module page displays after the <u>Bulk Upload</u> link is selected on the Physical Inspection Main Menu page.	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red; margin: 0;">PASS Bulk File Upload Module</p> <hr style="border: 1px solid red; margin: 5px 0;"/> <ul style="list-style-type: none"> Upload Inspection Schedule for Servicing Mortgagees Upload Inspection Property for Servicing Mortgagees Upload Inspection Participant </div>
If you are the....	PASS Bulk File Upload Module Page Displays
Master Scheduler for a Servicing Mortgagee(s) and Contractor(s), then the following PASS Bulk File Upload Module page displays.	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red; margin: 0;">PASS Bulk File Upload Module</p> <hr style="border: 1px solid red; margin: 5px 0;"/> <ul style="list-style-type: none"> Upload Inspection Schedule for Contractors Upload Inspection Schedule for Servicing Mortgagees Upload Inspection Property for Contractors Upload Inspection Property for Servicing Mortgagees Upload Inspection Participant </div>

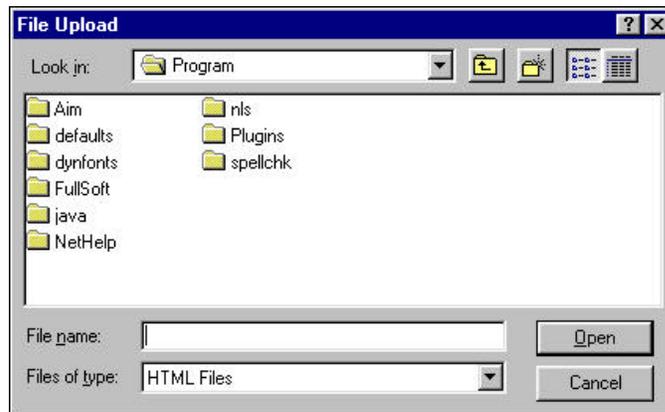
2. Select the appropriate link to upload. The **PASS Bulk File Upload Module** page displays. In the example below, the Upload Inspection Schedule for Servicing Mortgagees link is selected.



3. Click on the  button to locate the file to upload. The **File Upload** dialogue box opens.

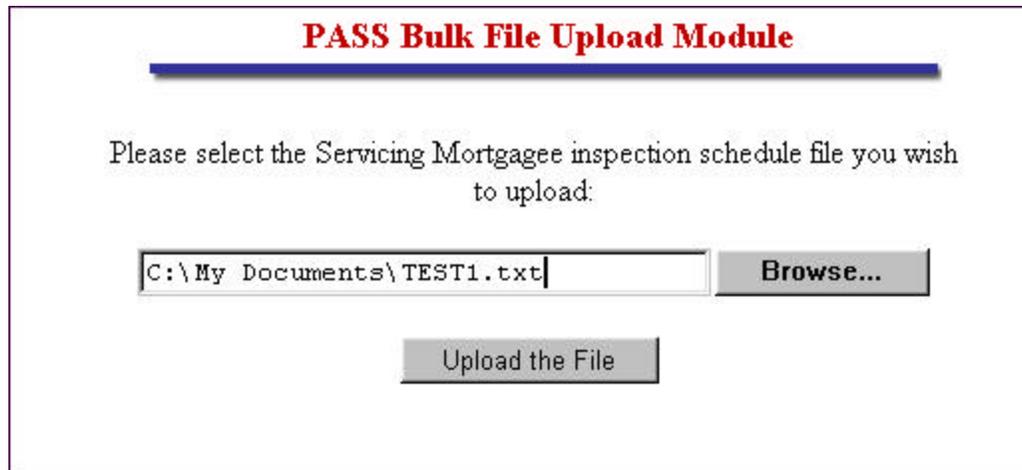
NOTE: If the pathname is known, key the pathname in the File name field.

4. Locate and select the file.



NOTE: The file must have a .TXT extension.

5. Click on the Open button to close the dialogue box. The **PASS Bulk File Upload Module** page displays.



NOTE: The name of the file appears in the window next to the **Browse...** button.

6. Click on the **Upload the File** button.

If the data uploads successfully, a message window displays indicating the number of data rows successfully loaded into the database.



If the data does not upload successfully, a message window displays indicating the row(s) of data with errors and the type of errors. The errors must be corrected before the file can be re-uploaded. After the errors on the text file are corrected, repeat steps 1 – 6 of the bulk upload process.

7. Click on the Physical Inspection Main Menu link to return to the **Physical Inspection Main Menu** page.

Appendix A: An example of an Inspection Summary Report

Inspection Summary Report - 119233

Inspection No: 119233
Property: (80000381) PARKLANE APARTMENTS
 6725 ZEIGLER BOULEVARD
 MOBILE, AL 36608

Scattered Site?: No

Comments: :TAC :12345;

Inspection Date: 11/13/2000
Phone: (334) 342-2222
Fax: (334) 342-2088
E-Mail Address: parklane@related.com
ACC#: _____
CA#: _____

Building Unit Count

	#Total	#Inspected
Buildings	9	2
Units	112	1

Scores

	Possible Points	Area Points	H & S Deduction
Site	14.4	7.3	0.0
Bldg Ext	15.8	5.7	0.0
Bldg Sys	19.3	17.1	0.0
CA	15.0	11.3	0.0
Units	35.5	29.6	11.1
Overall	100.0	71.0	11.1
Final Score = Area Points - H & S Deduction			60 c

Health and Safety Counts

Non-Life Threatening

	Site	Bldg	Unit	Total
Actual	0	0	1	1
%Inspected	---	22%	1%	---
Projected	0	0	112	112

Life Threatening

	Site	Bldg	Unit	Total
Actual	0	2	0	2
%Inspected	---	22%	1%	---
Projected	0	9	0	9

Smoke Detectors

	Site	Bldg	Unit	Total
Actual	0	0	0	0
%Inspected	---	22%	1%	---
Projected	0	0	0	0

Systemic Deficiencies:

Area	Item	Defect	# with Defect	# Total	% of Bldgs / Units with Defect
Capital*	BldgExt	Foundations	2	2	100%
		Cracks/Gaps**	2	2	100%
Ordinary**	None	Spalling/Exposed Rebar**	2	2	100%

* Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances).
 ** Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers, and smoke detector

Participants:

Management Agent Related Management Co.L.P.	Angela Root,	Phone: (770) 612-8810 Fax: (770) 612-0399 E-Mail Address:	6425 Powers Ferry Rd Atlanta, GA 30339-0000
Owner/PHA Zeigler Blvd, LTD	Z,	Phone: (212) 319-1200 Fax: () - E-Mail Address:	625 Madison Avenue New York, NY 10022
Site Manager Parklane Apts.	Dixon, Shawn	Phone: (334) 342-2222 Fax: (334) 342-2088 E-Mail Address: parklane@related.com	6725 Zeigler Rd Mobile, AL 36608

Buildings/Units:

No	Name/Type/Reason Uninspectable	Year built	# Units	Address
1	1 Low Rise/Garden Apartment Fire Damage	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608
2	2 Low Rise/Garden Apartmen Other Hazard	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608
3	3 Low Rise/Garden Apartment Vacant	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608

12/6/2000 2:23 PM
V 12.06.2000

Page 1 of 3

Inspection Summary Report - 119233

4	4 Low Rise/Garden Apartmen <i>Offline</i>	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608
5	5 Low Rise/Garden Apartment	1979	8	6725 ZEIGLER BOULEVARD MOBILE AL 36608
a	Efficiency	Occupied	<i>Occupant Refusal</i>	
Comments: test				
b	3 Bedroom	Occupied	<i>Occupant Refusal</i>	
c	2 Bedroom	Occupied	<i>Offline</i>	
Comments: test				
d	1 Bedroom	Occupied		
e	Efficiency	Occupied	<i>Occupant Refusal</i>	
Comments: test				
f	1 Bedroom	Occupied	<i>No Keys</i>	
Comments: test				
g	2 Bedroom	Occupied	<i>Offline</i>	
Comments: test				
6	6 Common Building	1979	0	6725 ZEIGLER BOULEVARD MOBILE AL 36608
7	7 Low Rise/Garden Apartment <i>Occupant Refusal</i>	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608
8	8 Low Rise/Garden Apartment <i>Police Restricted Area</i>	1979	8	6725 ZEIGLER BOULEVARD MOBILE AL 36608
9	9 Low Rise/Garden Apartmen <i>Offline</i>	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608
Comments: unit 104 vacant, no utilities				

Inspectable Items:

<u>Inspected Item</u>	<u>NO/OD</u>	<u>Observation</u>	<u>Severity</u>	<u>Location/Comments</u>	<u>Ded.</u>
Certificates					
Elevator	NO				
Lead Based Paint Disclosure Form	NO				
Site					Possible Points: 14.4
Parking Lots/Driveways/Roads	OD	Ponding**	Level 2		2.0
		Potholes/Loose Material**	Level 3	Location: test; Comments: est	4.0
		Settlement/Heaving**	Level 1		1.0
Building 5 - Building Exterior					Possible Points: 158.3
Fire Escapes	OD	Blocked Egress/Ladders (LT)	Level 3	Location: test; Comments: test	126.6
Foundations	OD	Cracks/Gaps**	Level 2		63.3
		Spalling/Exposed Rebar**	Level 2		38.0
Roofs	OD	Damaged Soffits/Fascia	Level 1		19.0
		Damaged/Clogged Drains**	Level 2		63.3

Inspection Summary Report - 119233

Building 5 - Building Exterior					Possible Points:	158.3
Roofs	OD	Damaged/Torn Membrane/Missing Ballast	Level 2			63.3
		Missing/Damaged Components from Downspout/Gutter**	Level 2			29.5
		Missing/Damaged Shingles**	Level 3	Location: test; Comments: test		126.6
Building 5 - Building Systems					Possible Points:	223.4
Fire Protection	OD	Missing/Damaged/Expired Extinguishers**	Level 2			89.3
Building 5 - Common Areas					Possible Points:	14.1
Day Care	OD	Ceiling - Peeling/Needs Paint**	Level 2			0.4
		Ceiling - Water Stains/Water Damage/Mold/Mildew**	Level 2			0.9
		Doors - Damaged Frames/Threshold/Lintels/Trim**	Level 2			0.9
		Doors - Damaged Surface - Holes/Paint/Rusting/Glass**	Level 2			1.6
Building 5 - Building Exterior - Health & Safety						
Emergency/Fire Exits	OD	Emergency/Fire Exits Blocked/Unusable (LT)	Level 3	Location: est; Comments: test		126.6
Building 5 - Unit d					Possible Points:	35.5
Electrical System	OD	Burnt Breakers (NLT)	Level 3	Location: est; Comments: test		11.1
HVAC System	OD	Noisy/Vibrating/Leaking**	Level 1			4.2
		Rust/Corrosion**	Level 1			1.7
Building 6 - Building Exterior					Possible Points:	15.8
Foundations	OD	Cracks/Gaps**	Level 2			6.3
		Spalling/Exposed Rebar**	Level 2			3.8
Building 6 - Building Systems					Possible Points:	19.3
HVAC	OD	General Rust/Corrosion	Level 2			2.2
Building 6 - Common Areas					Possible Points:	0.9
FHEO - Accessible Outside Commi	OD	Routes Obstructed or Inaccessible to Wheelchair**		Location: test; Comments: test		

NOTE: Score for any given building or unit can not be negative (if deductions are greater than possible points, the score is set to zero)

Appendix B: Example of an Investor Report

Investor Physical Inspection Report		U.S. Department of Housing and Urban Development / Mortgagee Inspection				
FHA NUMBER:		INSPECTION SCORE: 60c				
Inspection Date (mm/dd/yy):	11/13/00	Report Submitted By:				
Inspection Number:	119233	Servicing Mortgagee:				
Previous Inspection Date:		Previous Inspection Score:				
Property Name:	PARKLANE APARTMENTS	# Total	# Inspected			
Property Address:	6725 ZEIGLER BOULEVARD	Buildings:	9 2			
Property City/ST/Zip:	MOBILE, AL 36608	Units:	112 1			
Occupancy %:		Scattered Sites (Y/N):	N			
Section of the Act:						
Participants:	Name	Phone/Fax/E-mail	Address			
Management Agent	Angela Root, Related Management Co.L.P.	(770) 612-8810 phone (770) 612-0399 fax none available	6425 Powers Ferry Rd Atlanta, GA 30339-0000			
Owner/PHA	Z, Zeigler Blvd, LTD	(212) 319-1200 phone () - fax none available	625 Madison Avenue New York, NY 10022			
Site Manager	Dixon, Shawn Parklane Apts.	(334) 342-2222 phone (334) 342-2088 fax parklane@related.com	6725 Zeigler Rd Mobile, AL 36608			
Inspection Firm	Inspector	Inspector REAC Number	Inspector Telephone			
USDA	ATS, ATSUSER	H12345				
Scores						
Components	Possible Points	Points Received	Percentage Score	Health & Safety deductions	Health & Safety (H&S) codes in Final Score:	
Site	14	7	50	0	a = no health and safety concerns	
Building Exterior	16	6	38	0 c	b = non-life threatening H&S concern	
Building Systems	19	17	89	0	c = life threatening H&S concerns	
Common Areas	15	11	73	0	(except smoke-detectors)	
Units	35	30	86	11b	* = smoke detector not working	
Overall	100	71	71	11		
					Percent	
Total Building Exterior = Site + Building Exterior					43	
Total Building Interior = Building Systems + Common Areas + Units					84	
Final Score = Points Received - Health & Safety Deduction + H&S code					60 c	
<p>Note: The Investor Physical Inspection Report was prepared by REAC for use by servicing mortgagees. The design was specified by a working group of active servicing mortgagees and in large part is a reformating of the existing Inspection Summary Report.</p>						

Investor Report Page 2		FHA Number:	Property Name: PARKLANE APARTMENTS			
Specific Units Inspected: 1			Percent of units Inspected: 1%			
Building	Type	Year Built	Units			
6	Common Building	1979	None			
5	Low Rise/Garden Apartment	1979	d			
Units with Level 3 or Level 2 Severity of Observed Deficiencies (Level 3 = Severe; Level 2 = Major)						
Level 3 Deficiencies:	1 Total	1 Number of Inspected Units	100 % of Units			
Level 2 Deficiencies:	0 Total	0 Number of Inspected Units	0 % of Units			
(units with Level 2 deficiencies, but no Level 3 deficiencies)						
Systemic Deficiencies:						
Type	Area	Item	Defect	# w/Defect	#Total	% of Bldgs/ Units w/Defect
Capital*	BldgExt	Foundations	Cracks/Gaps**	2	2	100%
			Spalling/Exposed Rebar**	2	2	100%
Ordinary**	None					
* Capital = repair/replacement requires large cash outlays (roofs, HVACs, appliances); ** Ordinary = minor repairs						
Building Site, Exterior, Systems & Common Areas						
<u>Location</u>	<u>Inspected Item</u>	<u>Severity</u>	<u>Observed Deficiency</u>	<u>Ded.</u>		
Site	Parking Lots/Driveways/Roads	Level 2	Ponding**	2.02		
Site	Parking Lots/Driveways/Roads	Level 3	Potholes/Loose Material**	4.04		
Building 5						
Exterior	Fire Escapes	Level 3	Blocked Egress/Ladders	126.65		
Exterior	Foundations	Level 2	Cracks/Gaps**	63.32		
Exterior	Foundations	Level 2	Spalling/Exposed Rebar**	37.99		
Exterior	Roofs	Level 2	Damaged/Clogged Drains**	63.32		
Exterior	Roofs	Level 2	Damaged/Torn Membrane/Missing Ballast	63.32		
Exterior	Roofs	Level 2	Missing/Damaged Components from Downspout/Gutter**	28.50		
Exterior	Roofs	Level 3	Missing/Damaged Shingles**	126.65		
Systems	Fire Protection	Level 2	Missing/Damaged/Expired Extinguishers**	88.33		
Common Area	Day Care	Level 2	Ceiling - Peeling/Needs Paint**	0.35		
Common Area	Day Care	Level 2	Ceiling - Water Stains/Water Damage/Mold/Mildew**	0.88		
Common Area	Day Care	Level 2	Doors - Damaged Frames/Threshold/Lintels/Trim**	0.88		
Common Area	Day Care	Level 2	Doors - Damaged Surface - Holes/Paint/Rusting/Glass**	1.59		
H&S	Emergency/Fire Exits	Level 3	Emergency/Fire Exits Blocked/Unusable	126.65		
Building 6						
Exterior	Foundations	Level 2	Cracks/Gaps**	6.33		
Exterior	Foundations	Level 2	Spalling/Exposed Rebar**	3.80		
Systems	HVAC	Level 2	General Rust/Corrosion	2.21		
Note: The Investor Physical Inspection Report was prepared by REAC for use by servicing mortgagees. The design was specified by a working group of active servicing mortgagees and in large part is a reformating of the existing Inspection Summary Report.						

Investor Report Page 3		FHA Number:	Property Name: PARKLANE APARTMENTS	
Building 6 Common Area	FHEO - Accessible Outside Common Areas**	Level 3	Routes Obstructed or Inaccessible to Wheelchair**	0.00

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